Rental Tracker Pro

(RTPro)

Inventory Management Software System
A complete inventory management system for the entertainment rental industry

User's Guide

2010

Rental Tracker Inc.
12481 Tejas Court
Rancho Cucamonga, CA 91739
Phone: (888) 595-8041
Or (951) 522-4570
Fax: (888) 595-8042
www.rentaltracker.com

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Rental Tracker, Inc.
12481 Tejas Court
Rancho Cucamonga, CA 91739
Phone: (888) 595-8041
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Fax: (888) 595-8042

Contents

INTRODUCTION 15

Introduction to the System 16
System Requirements 16
Client workstation 16
Server Hardware Requirements 16
Server Disk Space Requirements 16
Installing and starting RTPro software 16
To install and start RTPro 16
Resources for learning RTPro software 16
RTPro Help 17
Using manuals of RTPro 17
Contacting Support 17
What's unique about RTPro software 17

GETTING STARTED 19

Welcome to RTPro software 20
Understanding the Main Menu layout 20
Using the toolbar 21
Common Functions 21
Multiple Instances 24
Common Shortcuts 24
Using the on-Line help 24
Standard Functions 25
Display Listings (Grid) 25
Printing Grid Data 25
Exporting Grid Data 26
Printing reports 26
Entering Code 26
Multiple Selections 27
Report List 27
Image Viewer 27
Main Menu Options 27
File Menu 27
Database Utilities 27
Beep Settings 28
Camera Selection 28
Barcode Printer Setup 29
Scanner Setting 29
Email Setting 29
Download Batch Scanner 29
Users Currently in RTPro 29
Options Menu 29
Edit Menu 29
Change Password 29
Reset Registry 29
View Menu 30
Help Menu 30
Contents 30
Rental Tracker, Inc. Contact Information 30
www.RentalTracker.com 30
Email to Rental Tracker 30
Batch Barcoded screen 30

SETTING UP RTPRO 33

Administration Module 34
Security / Setup 34
System setup 34
Company Tab 34
Defaults Tab 35
Next Numbers 37
Equipment 39
Checkout Tab 39
Checkin Tab 41
Subrental Tab 41
Misc. Tab 42
Billing Tab 43
Invoice Tab 43
AR Tab 44
Labor/Space Tab 45
Language Table 45
Translation Table 45
User Setup 45
Security Setup 48
Tables 49
Master 49
Parent 50
Production 51
Vendor 55
Contact 56
Sales Person 57
Billing Schedule 57
Billing Schedule Templates 58
Billing Schedule Codes 58
Move 59
Move Order to another Production 59
Move Production to another Parent 59
Move to History 59
Month End Close 59

FILE MAINTENANCE 61

Introduction to File Maintenance 62
Inventory Menu 62
Location Table 62
Department Table 63
Rental Category Table 63
Sales Category Table 64
Depreciation Table 64
Retired Reason Table 64
Repair Type Table 64
Owner Table 64
Order Processing Menu 65
Production Type Table 65
Ship Method Table 65
Shipping Address Table 65
Project Table 65
Job Component Table 65
Billing/AR Menu 65
Pay Type Table 65
General Ledger Table 65

Tax Table *66*
Terms Table *66*
Currency Table *67*
General Menu 67
Macro Table *67*
Footer *67*
Utilities Menu 67
Delete Previews *67*

INVENTORY 69

Inventory Module 70
Rental Menu 70
Equipment Table *70*
Rental Equipment Entry 70
Changing an Equipment Record 74
Inventory Items 74
Print Customized Scanner Readable Label for this Equipment Code 74
Merge Equipment 75
Copy Accessories 75
Location Quantity 75
Accessory List 75
Full Accessory Screen 76
Substitution List 77
Rental Price List 77
Print Images 77
Vendor Catalog List 77
Print Standard Barcode Labels For all equipments in this list 77
Image Screen 77
Rental Kit List *78*
Rental Kit Detail 79
Rental Inventory *79*
Attachment List 79
History 79
Revenue Generated 79
Print Barcode Labels 80
Changing Barcoded Items 80
Adding Image 80
List of Rental Inventory Items 80
Changing Noncoded Items 80
Rental Availability *81*
Rental Availability Detail Screen 82
Rental Availability Location Detail Screen 82
Add Barcoded Items *82*
View Barcoded Subrental History *84*
Add Noncoded Items *84*
Transfer History *86*
Equipment Rental History *86*
Sales Menu 86
Sales Inventory *86*
Adding a New Type of Sales Stock 86
Merge Stock 89
Transaction History 89
Sales Reports 89
Vendor Catalogue 89
Print Mailing Labels 89
Sales Inventory Transactions *89*
Sales Availability *90*
Sales Availability List 90
Sales Availability Detail Screen 91

Stock Quantities ... 91
Retired Menu ... 91
Retired Inventory ... *91*
Retire Barcoded Items ... 91
Restore Barcode Items ... 91
Retire Noncoded Items ... 91
Restore Noncoded Items ... 92
History ... 92
List View ... 92
Repairs ... 92
Repair Ticket List ... *92*
Adding a new Ticket ... 92
Editing a Ticket ... 92
Check in Barcoded into Repair ... 93
Check Barcoded Out of Repair ... 93
Check Noncoded into Repair ... 93
Check Noncoded Out of Repair ... 93
Repair Items ... 94
Parts ... 94
Labor ... 95
Bill this Repair Ticket ... 95
Repair List ... 95
Repair Information ... 95
Check Item Out from Repair ... 96
Physical Inventory ... 96
Rental Physical Inventory ... *96*
Start Physical Inventory Process ... 96
Physical Inventory Worksheet ... 96
Scan Barcode Items That Are In Stock ... 97
Enter Noncoded Items that are In Stock ... 97
Download Batch Scanner ... 98
Physical Inventory Reports ... 98
Physical Inventory Review and Update Inventory Screen ... 99
End Physical Inventory Process ... 99
Sales Physical Inventory ... *100*
Update Prices ... 101
Enter New Rental Prices ... *101*
Update Rental Prices Screen ... 101
Increase All Prices ... 101
Enter New Sales Prices ... *102*
Update Sales Prices Screen ... 102
Increase All by Percentage ... 102
Rollover New Rental Prices ... *102*
Rollover New Sales Prices ... *103*

ORDER PROCESSING ... 105

Order Processing Module ... 106
Understanding the Rental Tracker Hierarchy ... 106
Order Processing Screen ... 106
Definitions of Common Functions ... *106*
Steps to add a New Quote/Reservation/Order ... *108*
View Barcode ... *109*
View Noncode ... *109*
Rental Availability ... *109*
Download Batch Scanner ... *109*
List of Orders by type ... *109*
Subrental Purchase Order Listing ... *109*
Order Processing Activities ... *110*
Duplicating Current Order ... 110

Delete an Order ... 111
Rental and Sales Order Screens ... 111
Order Total Screen ... 111
Browsing Order Revision History ... 111
Update Status ... 111
Move Order to Live ... 111
Check in/out processes ... 111
Change Subrental Vendor ... 112
Billing ... 112
Order Header ... 112
Order Header Screen ... 112
Move to / Restore from History ... 116
Move Order to a different Production ... 116
Order Billing Schedule ... 116
Attachment List ... 117
Rental Order ... 118
Rental Order Screen ... 118
Equipment Tree ... 119
Rental Items ... 119
Rental Miscellaneous Items ... 120
Summary and Totals ... 120
How to Order Equipment ... 120
Printing Quote Sheet ... 121
Shortcuts are available from the right-click menu ... 121
Checking Equipment Availability for orders ... 121
Reviewing inventory items across an equipment code ... 121
Substituting Equipments ... 121
Create and using Kits ... 122
Customized Rental Order Screen ... 122
Grid Multi Select ... 123
Pick List Screen ... 123
Subrenting Equipments ... 124
Sub renting Items ... 124
Subrental Records ... 125
Printing Subrental Purchase Order ... 125
Sub rent Equipments using Pick list ... 125
Review all Sub rentals of an Order ... 126
Understanding the pricing and updating features ... 126
Locking Prices on Rental Order Screen vs. Subrental Records Screen ... 126
Mass updating Subrental Record ... 127
Sales Order ... 128
Sales Order Screen ... 128
Sales Stock Tree ... 129
Order List ... 129
Order Miscellaneous Items ... 129
Summary and Totals ... 129
Pick List ... 129
Sales Checkout Screen ... 130
Stock# Detail Screen ... 132
Grid Multi Select ... 132
Print Quote Sheet ... 132
Rental Check Out Process ... 132
Checkout Barcoded Items ... 133
Checkout Noncoded Items ... 133
Checkout Miscellaneous Items ... 134
Checkout Subrental items ... 134
Add & Checkout Noncoded ... 134
Checkout All ... 135
Batch Download checkout ... 135

Cancel Checkout *135*
Other Important Checkout functions *135*
Rental Out Detail Screen *136*
Some Common Error Message may you get Checking out Items *136*
Check In Process 136
Rental Checkin Screen *136*
Check-in Barcoded Items *138*
Check-in Non-Barcoded *138*
Checkin All *139*
Cancel Check-in *139*
Loss and Damage Lists *139*
Other Important Check In functions *139*
Missing Rentals *140*
Rental In Detail Screen *141*
Check-in By Production *141*
Check-in By Equipment *142*
Check-in By Parent *142*
Check-in Across Multiple/All Orders *143*
Order Processing Reports 144
Quick List *144*
Quote Sheet *144*
Pull List *145*
Checkout Sheet (contract) *145*
Current Week Contract *146*
Exchange Sheet *146*
Swap Sheet *146*
Return List *147*
Checkin Sheet *147*
Check-in Sheet by Production *148*
Sales Return Sheet *148*
Value Sheet *148*
Cost Sheet *148*
Shipping Labels *149*
Driving Direction *149*
Subrental PO *149*
Subrental PO Pull List *149*
Order Activity by Production *150*
Gantt chart for Open Orders *150*
Gantt Chart for Equipment Availability *150*

BILLING 153

Billing Module 154
Understanding the Billing Menu layout 154
Setting Up the Billing Schedule *154*
The Billing Process Explained 154
Billing an Order from the Order Processing Module *155*
Definition of Invoice fields 156
Billing Orders from the Billing Module *157*
Create Invoice from Orders 157
Editing the Rental Subtotal 159
Printing an Invoice/Draft 159
Creating a Non-Order Invoice *160*
Quick Search Toolbar *160*
Options Available in Invoice Screen 160
File menu *160*
View Menu *160*

History Menu *161*
Confirm Menu *161*
Void Menu *161*
Export Invoices 162
Confirm Drafts 162
Listing Menu 163
Batch Invoice 163
Batch Invoice Print 164
Billing Reports 164
Orders to Bill *164*
Unbilled Repair Tickets *165*
Print Range of Invoices *166*
Invoices Attached to PO *167*
Invoice/Credit/Void Register *167*
Invoice List by Production *168*
Invoice and Credit Memo GL Distribution *168*
GL Distribution Grouped by GL Code *169*
GL Distribution Sorted by GL Code *170*
Payment Received Report *170*
GL Distribution Summary *171*
GL Distribution Detail *172*
Upload Report *173*
Subrental Invoice Detail *173*
Sales Summary By Month *174*

PURCHASE ORDER 175

Purchase Order Module 176
Subrentals 176
Subrental Purchase Orders *176*
Inventory 178
Inventory Purchase Orders *178*
Reports 181
Billed Sub rental Report *181*
Subrental Vendor Invoices Not Paid *181*
Billed/Accruals *181*
Subrental Balance Detail Report *182*
Subrental PO Cost Sheet *182*

REPORTS 183

Introduction to Reports Module 184
Saving Printer Settings 184
File Menu 184
Print Barcode Labels *184*
Crystal Reports *184*
Inventory Reports 185
Accessory List Report *185*
Accessory Used Report *186*
Rental Kit Report *187*
Rental Equipment Pick List *188*
Rental Inventory Report *190*
Rental Inventory out Report *191*
Inventory Work Sheet *192*
Currently In Repair Report *192*
Repair Report *193*
Retired Inventory Report *194*

Sales Pick List *195*
Sales Reorder Report *196*
Sales Backorder Report *197*
Sales on Hand Report *198*
Sales Inventory Transaction *199*
Order Processing Reports 200
Quote/Reservation/Order Report *200*
Orders Expected to Return Report *200*
Past due Orders Report *201*
Order Status Report *202*
Late Shipments Report *203*
Late Returns Report *203*
Batch Print Pull List *204*
Batch Print Return List *206*
Batch Print Quote Sheet *206*
Batch Checkout Sheet *207*
Current Rentals Report *207*
Current Rentals Report (Format #2) *208*
Current Subrental Report *209*
Scheduled Subrental Report *210*
Purchase Order *210*
Late Transfer Return Report *211*
In Transit Report *212*
Sales In Transit Report *213*
Management Reports 213
Order Log Report *213*
Invoice Log Report *214*
Production Log Report *214*
Blanket Deposit Log Report *215*
Rental Discount Report *216*
Tax Liability Report Rental/Sales Rate Break Down *216*
Tax Liability Report Tax1/Tax2 Rate Break Down *217*
Orders with No Purchase Order *218*
Checkout / Check-in Quantity Report *218*
Exceptions Report *219*
User Login History *220*
Insurance Expires Report *221*
Orders Attached to a Purchase Order *221*
Cost Sheet By Production *222*
Rental Inventory Value Report *223*
Sales Inventory Value Report *224*
Rental Inventory Change Report *225*
Sales Inventory Change Report *226*
Cost of Sales Report (Shipped) *227*
Cost of Sales Report (Billed) *228*
Inventory Reconciliation *228*
Rental Inventory Sold Report *229*
POs Across a Project *230*
Subrental Return List *230*
Statistical Reports 231
Rental Inventory Statistics Detail *231*
Rental Inventory Statistics Detail (Format 2) *232*
Rental Inventory Statistics Summary *233*
Rental Inventory Utilization Report *234*
Projected Equipment utilization analysis *235*
Subrental Statistics Report *236*

Subrental Equipment Revenue ... *237*
Sales Inventory Statistics Detail Report ... *238*
Sales Inventory Statistics Summary Report ... *239*
Estimated Revenue Reports ... *240*
Revenue Generated Reports ... *241*
Revenue Report By Selected Production ... *242*
No-Charge versus Actual Charges Report ... *242*
Owner Revenue ... *243*
Barcoded Equipment utilization Report by PO# ... *244*
Repair / Loss of revenue ... *245*
Statistical Graphs ... 246
Inventory Value by Category ... *246*
Inventory Value by Department ... *246*
Orders by Rental Rate ... *247*
Orders by Billable Status ... *247*
Orders by Status ... *248*
Checkout Quantity ... *248*
Revenue Generated ... *249*
Rental Inventory Value ... *250*
Sales Inventory Value ... *250*
View Options Icons ... *250*
Vertical Bar Chart Options ... *251*

HISTORY ... 253

Introduction to History ... 254
Restore Production from History ... *254*
Restore Quotes or Orders from History ... *254*
Restore Invoices from History ... *254*
Move Production, Orders, Invoices and Quotes to History ... *255*

ACCOUNT RECEIVABLE ... 257

Understanding the AR menu layout ... 258
Payment ... 258
New Payment ... *258*
Apply Payments to Invoices ... 258
Payment List ... *259*
Changing Payment Status ... 260
Create Credit Memo ... *261*
Credit Memo List ... *261*
Reports ... 261
Production Account Inquiry ... *261*
Print Statements by Production ... *262*
Print Statements by Parent ... *264*
Aging Summary ... *266*
Aging Detail by Production ... *266*
Aging Detail by Date ... *267*
Aging Detail by Billing Name ... *267*
Payment Received By Date ... *268*
Payment Received By Type ... *269*
Unapplied Payments ... *269*
Refund/Adjustment ... *270*
Cash Receipts ... *270*
Cash Receipts Journal Summary ... *271*
Cash Receipts Journal Detail ... *272*
Customers Sales Summary ... *272*

AR Customer Balancing *273*

LABOR/SPACE SCHEDULING **275**

Table Menu 276
Employee Table *276*
Occupation Table *276*
Space Table *277*
Space Type Table *277*
Scheduling 277
Employee Scheduling *277*
Space Scheduling *281*
Labor/Space Grid *283*
Calculation of Billable Amount *283*
Calculation of Billable Amount using "Force Use" option *286*
Report 286
Labor/Space Scheduling Report *286*
Labor/Space Conflict Report *287*

BARCODE SCANNERS **289**

Barcode Scanners 290
RTPro RF Server 290
Server Tab *290*
Server Setting *290*
Start the Server *291*
Stop the Server *291*
Connections *292*
Transaction Log *292*
Error Log Tab *293*
History Tab *293*
View Menu *293*
MC9000 Scanner 294
Overview *294*
Main Menu *294*
RF Login *294*
RF Setting *295*
Sound Setting *295*
Port Setting *296*
Checkout Barcoded *296*
Checkout Noncoded *297*
Cancel Checkout Barcoded *297*
Cancel Checkout Noncoded *298*
Mass Checkout *298*
Print Checkout Sheet *299*
Current Week Contracts *299*
Checkin Barcoded *300*
Check-in Noncoded *300*
Cancel Check-in Barcoded *301*
Cancel Checkin Noncoded *301*
Mass Check-in *301*
Mass Noncoded Detail Information 302
Mass Check-in Noncoded Information 302
Print Check-in Sheet *303*
Current Week Contracts *303*
Ship Sales *303*
Cancel Shipment *304*

Return Sales *304*
Print Checkout Sheet *304*
Quote *304*
Quote Sheet *305*
Physical Inventory *305*
View Barcode *306*
Add Barcode *306*
Send Batch Data *307*
Overview *308*
Optional Accessories 308
How to Reboot *309*
Warm Boot 309
Cold Boot 309
Setting Date/Time *309*
Set the COM Port on the Scanner *310*
Troubleshooting *310*
Installing RTPro for persistence *311*
Make RtproSL auto start *311*
Modifying Spectrum 24 file *312*
How to Work With Remote Registry Editor *312*
Add RtproSL shortcut to start menu *313*

F.A.Q **315**

General Questions 316
Questions about Administration 317
Questions about File Maintenance 317
Questions about Inventory 318
Questions about Order Processing 318
Questions about Billing 319
Questions about Reports 319
Questions about History 320

BILLING ORDERS **321**

Billing an Order: Single and Multiple Order Invoicing 322
Run the 'Orders to Bill Report' for Weekly Billing Process *322*
Billing a Single Order *322*
Multiple Order Invoicing (Bulk Billing) *323*
To edit totals on a Draft 324
Confirming a Draft 324
Printing the invoice 325

HANDLING ORDERS **327**

Create a Quote, Reservation or Order 328
Create Order *328*
Create New Production *328*
Order Equipment 329
Add SUBRENTAL *330*
To edit Subrental records *330*
Update Totals *331*
Print the quote *331*
Print Pull List *331*
Checking out Items 332
Checking In Single Orders, Multiple Orders 333
Checking In – Single Order *333*

Checking in – Multiple Orders across a Production.....334

LOG IN/OUT, SUSPEND.....337

Logging into RTProSL.....338
Suspending System.....338
Exiting RTProSL.....338

Chapter

1

Introduction

In This Chapter:

Introduction to the System
System Requirements
Server Hardware Requirements
Installing and starting RTPro software
Resources for learning RTPro software
What's unique about RTPro software

Introduction to the System

RTPro is a complete inventory tracking system that allows you to track Barcoded and non-Barcoded rental inventory items, print rental contracts, print checkout and check-in sheets, create and print invoices, and track your accounts receivables.

RTPro is a GUI (graphic user interface) rental package. It is coded with Delphi 2005. The database is Microsoft SQL Server 2000, 2005 or 2008. This guide describes how to use RTPro and shows how to use its features to begin tracking your inventory. It is recommended that you review this User's Guide before using RTPro.

System Requirements

RTPro is a multi-user system that runs on Windows platforms. RTPro works on Windows 2000/XP/Vista/Windows 7.

Client workstation

Hardware: Intel®Pentium® dual-core processor 1.80GHz or equivalent. 1GB of RAM, 20+ GB hard drive.
Operating System: 2000/XP/Vista/Windows 7 (XP recommended)
Sound Card with speakers (used for audible confirmations during Checkin/checkout process)

Server Hardware Requirements

Hardware: Intel® Quad-Core Xeon processor with 4GB of RAM and RAID 5.
Operating System: Windows 2000/2003 Server/2008 Server.
SQL Server: Microsoft SQL Server 2000/2005/2008 Standard or Enterprise Edition.

Server Disk Space Requirements

On average RTPro database requires about 1GB disk space to start with and it grows about 0.5GB each year. If you are storing images of your equipment, then you need to allocate an additional 1GB for images to the initial disk space. If you use the Revision feature of RTPro, you need to allocate another 1GB to the initial disk space.

If you have a training or test database on the same server, then double the amount of disk space given above.
Call us at (888) 595-8041 ext (1), if you need further analysis of your system and disk requirements.

Installing and starting RTPro software

Before installing RTPro, make sure that you meet the system requirements listed in "System requirements". Read the ReadMe document on the RTPro CD-ROM for any late-breaking information.

To install and start RTPro

Run Setup from CD ROM and follow the relevant instructions.

Resources for learning RTPro software

Use these resources to learn about RTPro quickly:

RTPro Help

RTPro help is available on-line when RTPro is running. Click on the Help icon from the Main Menu to gain access to all the available topics for RTPro. This could help with questions, basic or advanced, as the first source when you are looking for help with RTPro. You can also press F1 key to access the help.

Using manuals of RTPro

RTPro includes a user manual to help you learn RTPro. Like many other software products, there may be a learning curve with understanding the software. However, knowing the software and what it can do could quickly enable you to use it effectively.

Contacting Support

Email is the preferred way to report issues and ask a question. You can also contact us from 8:00 am to 5:00 pm Pacific Standard Time at our toll free number (888)595-8041 ext. (1) to talk to our support staff.

If you have a sample report or a screen shot of the program that needs to be sent to us, the suggested way is to attach it to an email. If that is not possible, then send it via fax. Our toll free fax# is (888)595-8042.

What's unique about RTPro software

RTPro is an inventory tracking system designed for the entertainment rental industry. We have designed the program with the following ideas: ease of use, graphical buttons, and short-cut keys. In addition, we have a list of robust features exclusively for RTPro.

Ease of Use

You can use RTPro with both mouse control and short-cut keys.

Graphical Buttons

RTPro has graphically identifiable buttons to correspond to the operation to perform. The point and click method is consistent throughout the program. In the Main Menu screen, each button is labeled with a graphic icon and the corresponding text label. A floating label is displayed when the cursor is placed on top of the icon.

Short-cut Keys

RTPro has pre-defined short-cut keys to get to the most common used functions. This has been developed to increase efficiency as well to help users who are not savvy with a Windows interface.

Barcode validation

It gives the ability to validate the prefix of barcodes used to improve misreads from hardware (i.e. Barcode scanners).

User-definable Billing Schedules

Create multiple billing schedules and save them as templates. Apply different billing schedules to different orders. This gives you a flexible billing schedule based on different circumstances or deals.

Customizable System

Setup your system based on default values or customize your system. System setup allows you to modify printed values on customer documents such as invoices, checkout sheets, and reports. Modify system values throughout the system to fit your specific business needs.

Customizable Screens

Within RTPro, many screens display data in a grid listing. All grid listings can modify per workstation. Columns on the grid can be expanded or shrunk, dragged and dropped. The design of the grid listing will be saved per workstation. This is great for designing listings, which are appropriate for each user's job description.

Security

Block different levels from using specific functions such as changing prices, canceling items off an order, and deleting orders.

Auto-fill
When entering data on specific fields, Auto-fill will fill the closest value of a table.

Retire Inventory Items
Retire items from inventories that are un-rentable due to damage or un-usable. It will take these inventories out of the "live" rentable inventory and place them into the retired inventory file.

Track Items in Repair
Track items in repair by vendor. Also, track cost of repair and expected return. It will give you the ability to maximize the use of inventory items for rentals by knowing which items are out for repair.

Flexible Checkin/Checkout
Checkout items easily. Inventory items could be easily checked out as a Barcoded, Noncoded and as a Subrental item. Check in items across a Parent company, Production/Show, a single order, Project, Job Component or across the entire system.

Robust Reporting capabilities
Numerous reports are available for helping you to trace items, repairs, customer information, billing, invoicing, and revenue.

Customized Reports
From any grid, listing data can be filtered and listings could be printed in portrait or landscape format. All listings could be saved in PDF, HTML, XML, Excel and Word format as well.

Email Any Report
Reports can be sent through most email software. If RTPro does not work with your email package, we suggest saving the report in the PDF format and then attaching it to the email you're sending to your customer.

Chapter

2

Getting Started

In This Chapter:

Welcome to RTPro software
Understanding the Main Menu layout
Using the toolbar
Common Functions
Multiple Instances
Common Shortcuts
Using the on-Line help
Standard Functions
Main Menu Options
Batch Barcoded screen

Welcome to RTPro software

RTPro has many features to help you get up and running quickly. Read this chapter to get tips on short-cut keys and how the system is laid out. In addition, this chapter will describe how to use on-line help to get answers about the system quickly.

RTPro is the premier rental inventory tracker system that tracks both Barcoded and non-Barcoded items for the rental set lighting and audio video industry. Rental activity can be tracked across Parent Companies, Productions, Orders, Projects, Job Components and Contacts.

RTPro makes it easy to track rental inventory. It is flexible to track both Barcoded and non-Barcoded items. Barcoded items are items that have a unique barcode label attached to the item. This is the best way to track an item because the unique barcode label distinguishes the item easily in the system. The unique barcode can easily be tracked. Non-Barcoded items are items that do not have a unique barcode. These items are usually tracked by quantity or not tracked at all. A non-Barcoded item is usually an item that cannot physically have a barcode label or it is not worth tracking the individual piece. This would be, for example, glass items, paper items, or items with a low value that it does not really benefit having a barcode attached. The non-Barcoded method should be used sparingly. One benefit of RTPro is the speed and ease of scanning a barcode.

Barcodes are a very important part with RTPro. A barcode identifies you and your property. A barcode can have your company name, equipment code description, perhaps your shop's phone number. Finding the right barcode for your business is essential for security, durability, and integration with RTPro. A barcode should be permanent. If a barcode can be removed, you have the potential of losing your item. Next, a barcode should be durable. Barcodes should last through cleanings, weather conditions, heat and normal wear-and-tear. A good barcode should be durable for proper reads by scanning guns. Finally, a barcode is essential to the integration of RTPro. With the proper barcode, scanning items in and out will be very easy. If a barcode fails, then it should NOT be entered manually. For a rental business, manually entering in a barcode is unacceptable. Therefore, selection of the proper barcode is essential to a seamless integration with RTPro software.

RTPro has included many state-of-the-art features such as imaging, field lookups, flexible billing schedules, and robust screen designs. We have spent countless hours developing a powerful system to handle your rental businesses. We are proud of our designed system and we would like to see your feedback. Your feedback will help improve our system in the future as we revolutionize the rental industry with RTPro. Thank you for your support!

Understanding the Main Menu layout

RTPro has designed the program interface with the following ideas in mind: ease of use, graphical buttons, and short-cut keys. In the following chapters, each module's menu layout, graphical buttons, and short-cut keys will be described in detail.

Using the toolbar

Each screen has a graphical toolbar of commonly used functions. Below is a description of the Main Menu toolbar.
In the Main toolbar, a few graphical icons allow quick access to a function.

The system will prompt for a barcode.
The barcode can be scanned or manually entered. If the Barcode is found in inventory, the Barcoded inventory screen will display.

Pa This button displays all Parent records in a listing.

Pr This button displays all the Production records in a listing.

V This button displays all the Vendor records in a listing.

This button displays all the Contact records in a listing.

This will bring up an email program, such as outlook. If your workstation has an internet connection, email to Rental Tracker could be sent easily.

Common Functions

Within RTPro, there are icons that are consistent in functionality throughout.

\+ This icon allows adding a record.
The information screen will appear.
Shortcut Key: CTRL N

\- This icon performs deleting a record.

The system will prompt for confirmation before a record is deleted. RTPro only allows deleting of a record if the record has not been used somewhere else in the system.
Shortcut Key: CTRL DEL

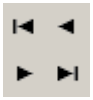
This icon allows editing of a record.
When clicked on, the record information screen will appear and the record can be edited.

This is the save/post icon.
When clicked on, any edits to the record will be saved.
Shortcut Key: F10

Note: When closing out of the screen by clicking on the button or the "x" in the right hand upper corner, the edits will be saved.

This cancels the Add or Edit process.
If you are in the add mode the record will not be saved. If you are in the edit mode, the edit will cancel.

This is the refresh icon.
When clicked on, the entire screen will refresh back to what it was prior to editing the information.



These are Navigation Buttons.
Use these buttons to navigate between records in list. While navigating, an arrow ( ) will show current record in front of it in list.

The three dots icon is called the ellipse.
The ellipse is the lookup icon. If it is clicked on, a listing of records will appear. For example, if you are in the parent screen and the ellipse is pressed a list of all the parents will appear. If you are in the production screen the production listing will appear.

A record can be inactive.
To make a record inactive, click on the Inactive box and a check mark will appear. Only certain areas have the inactive icon. On the production screen if the inactive is check marked there cannot be orders added to the production and certain functions will not be allowed. The system will notify the user if the unavailable option is selected. The message will read "Production has been marked inactive, please see management".

An example of using the Inactive status is when you need to talk to someone working on the production; perhaps you need an additional PO or need the correct billing address.

To mark a record as active: Click on the edit icon, click on the inactive box and the check mark will be removed and then save the record.

This is the notes icon. When selected, an unlimited notes area will appear. Notes can be added to the record. If notes are attached to a record, a notes icon will appear on the bottom right hand corner of the screen. To view notes for a record, click on notes icon on the upper section of the screen.

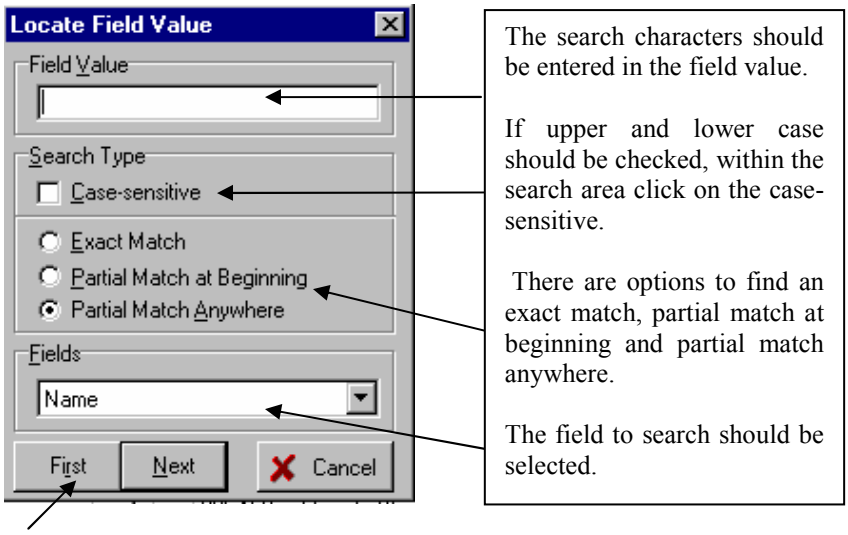
The printer icon will print out an RTPro report. If the printer icon is available, there is a specific report available relating to the screen. For example, the printer icon in checkout screen will print a checkout report. From parent listing screen,

the icon will print a parent listing report.
Shortcut key: CTRL P

The magnifying glass displays the detail of the record selected.
The icon is only accessible on Listings. A listing is a scrollable display of records. One line per record shows on a listing. There is a record pointer on the left side on the record. The record pointer looks like . When the magnifying icon is pressed, the full detail on the record appears.
Shortcut key: CTRL D

This is the filter icon. Filtering can be very helpful when researching data. Filtering allows the user to search for particular records. When the filter icon is selected, RTPro will prompt for the field values of the search. RTPro will then filter out only the data that meets the filter criteria and display the records on the screen.

The flashlight icon is a locate function. If you need to locate a certain record from a group of records, the function is helpful. When the locate icon is clicked the locate screen will appear.
Shortcut key: CTRL F

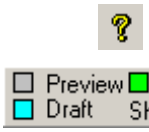

Locate Field Value
Field Value
Search Type
Case-sensitive
Exact Match
Partial Match at Beginning
Partial Match Anywhere
Fields
Name
First
Next
Cancel
The search characters should be entered in the field value.
If upper and lower case should be checked, within the search area click on the case-sensitive.
There are options to find an exact match, partial match at beginning and partial match anywhere.
The field to search should be selected.

Fields – Use the dropdown arrow choose which field to search.

First – Finds the first occurrence in the database matching the search characters.
Shortcut key: F4

Next – To find the next occurrence listed in the database matching the search characters.
Shortcut key: F3

Incremental search is also an option by using the F2 shortcut key.
At the top of some RTPro screens is a search prompt. A search entry can entered in the box and RTPro will search for the record within the displayed data. An example of the feature: within the production listing, data displayed is all the productions. If the user was searching for a specific production, the user can type in the production and the system will position the record pointer to the match if a match is found.



Help Button.
Clicking this button will bring up application help about current screen.
Some Listings have a legend.
You can click on colored buttons to filter the list or click on Show All to clear filter. These listings showing records in colors that represents their status in legend.

Close Button.
Clicking this button will save changed data and close screen.
Shortcut: ALT - F4

Pin Button.
If the Pin is pushed that means after user presses OK to print the report, program will not close the Report screen and user can modify one of the selections and run the report again.

Multiple Instances

The RTProSL allows users to launch more than one instances of it at the same time. This ability helps users who want to work with the different part of the application at the same time.

Common Shortcuts

User can click on any of these speed buttons while in any part of the program and go directly to relevant screen. This ability of RTPro helps user to quickly access screens of the application. To bring up a list of the common shortcuts press Ctrl-F1 anywhere in the application. The following will appear.

Using the on-Line help

RTPro includes an on-line help that is useful in answering many common questions on how to perform a specific function as well as context sensitive help that can explain field values. On-line help can be accessed from any screen by pressing F1. In addition, from the Main Menu, you can click on the Help Button to access the on-line help.

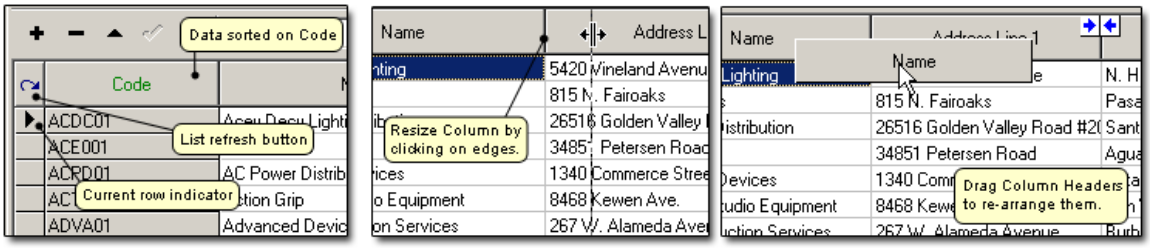
The on-line help is broken down into two main windows. The first window is the Main window and positioned on the left-hand side. The Main window contains help topics and used to navigate throughout the help system. The secondary window is a smaller window, and positioned on the right hand side. The secondary window contains procedures and instructions.

This on-line help system is similar to the Windows help system. You can bring up the Help Topics' window and search for help topics through books as well as the index. This on-line help is a valuable resource for getting answers to many of your questions.

Standard Functions

Display Listings (Grid)

There are several locations within RTPro where a listing of data is displayed.



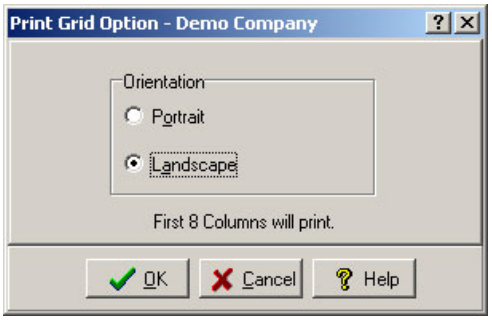
At the top of each column, the label of the column is defined.
If label of column is Green, data is sorted on that column. In above sample, the data is sorted alphabetically by Equipment Code.
To change the sort sequence, position the cursor on the label to sort. In above example, data can be sorted on the department, category or perhaps the description column.

Note: RTPro has ability to sort data on a grid using multiple labels. Hold Ctrl key and click on the label of each column that you wish to have sorted data.

Columns can be shorten or expand by placing the cursor on the vertical line separator and dragging the cursor left to shorten or right to expand.
Columns can also be dragged to different positions on the screen. To drag a column, position the cursor on the column label, hold down the left mouse button and drag the column to another position.
After customizing columns order and width, the screen setting will be saved for the workstation.
Most of the listings cannot display all data on the screen. There is possibly more data to the right of the screen. To view additional data to the right of the screen, click on the right arrow on the bottom of the screen, or drag the square to the right.
Within several listings, the first few columns of the grid that is displaying can be printed. To print the grid, click on the File menu at the top of the screen and then select print grid.

Printing Grid Data

In some grids, there is an option to choose paper orientation when printing. In these grids, before print, system will prompt for Landscape or Portrait orientation. Printing in a Landscape orientation may allow more columns to be printed. You can see how many columns will print in each orientation at bottom of this screen.



Note: you may print desired columns by moving them to first positions of grid.

Exporting Grid Data

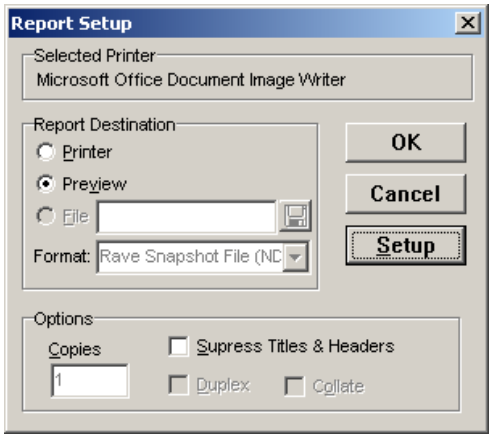
Most of grids also can export data to Excel, XML, HTML and Text. In this case, all columns will export. To export, choose proper Menu item by right clicking on grid or clicking on main menu of screen. There is another option available to copy grid data to clipboard as HTML.

Printing reports

When the report function is selected, a report setup will appear and systems default printer selected.

Users have the option to send the printout to the selected printer or preview the printout on the screen. The Setup option allows selecting a different printer if your shop is setup with multiple sharable printers.

User can specify number of copies and if the copies should be collated or duplex. Not all printers will handle the collating feature.

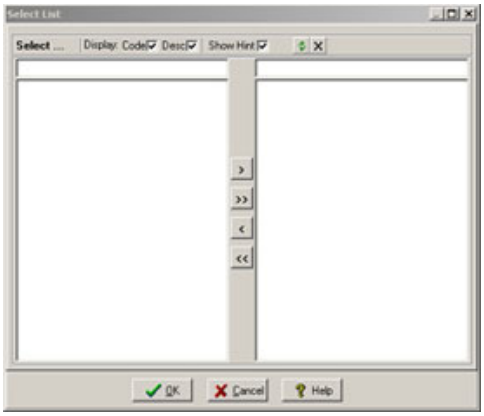


Entering Code

On the various screens through the application, the system will ask the user to enter a specific code. For example, Customer Code, Equipment Code, Sales Stock Code, Tax Code, etc… The code can be entered or selected from the drop down.

Multiple Selections

In many cases in RTPro, you may select multiple records. For example, many reports in RTPro using this useful option. The Select List screen is divided into two sections. Left window displays stored records in RTPro and the right one displays selected records. Use (>) button to select a record and (>>) button to select all records. This dialog allows you to display records by Code, Description or both.



Report List

Report list is an option for most of the report screen that displays a list of all items in a grid before attempting to print report sheet.

Image Viewer

Image viewer is a place that users have few options to add any modification to the image of inventory items such as rotating, zoom in/out, etc.

Main Menu Options

Under each of the menus, there are several functions.

File Menu

Database Utilities

Import/ Export

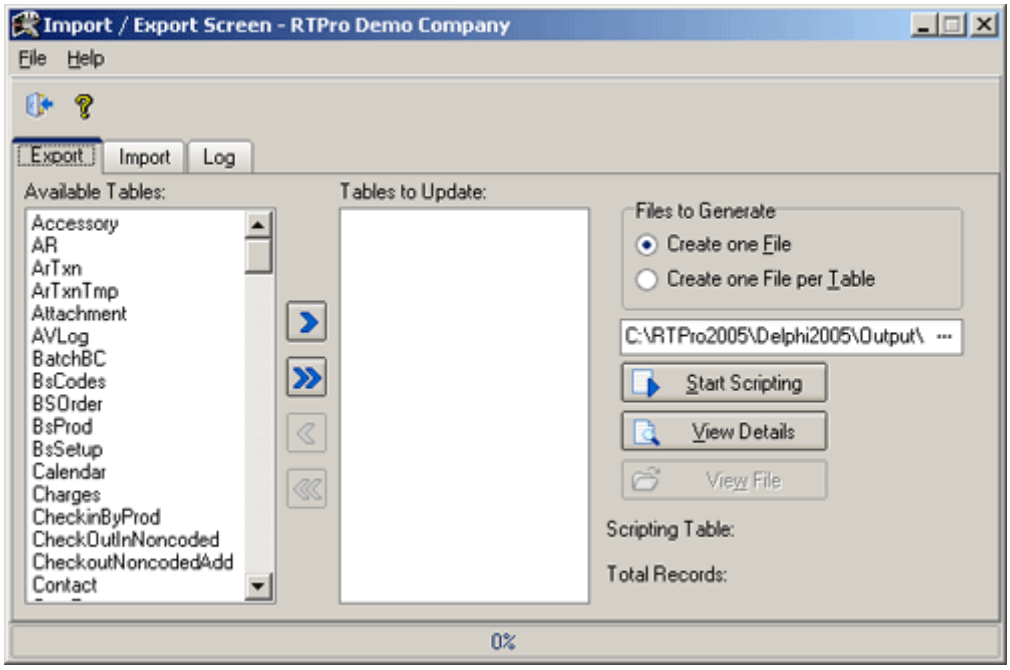
Import

Data records can be exported from RTPro or Imported to. This should only be used with RTPro Assistance. Contact Rental Tracker for more details.

Export

For exporting data of tables, highlight table name in available tables list and Click ">" button. The table name will appear under Tables to Update. Repeat process for each table to be included in the export. To include all the tables click on the ">>" and all the tables will be listed under the Tables to Update area. You also can remove tables from Tables to update list by clicking "<" or "<<" buttons.

The tables can be sent to one file or RTPro can create one file per table.
Choose location and file name to save exported SQL file to. The default file is Rtpro.SQL and it will be saved in RTPro folder in Client.
By clicking Start Scripting, button application will create SQL file and export table data. A status bar indicates the progress of the export. Click on the Close button to exit.



Beep Settings

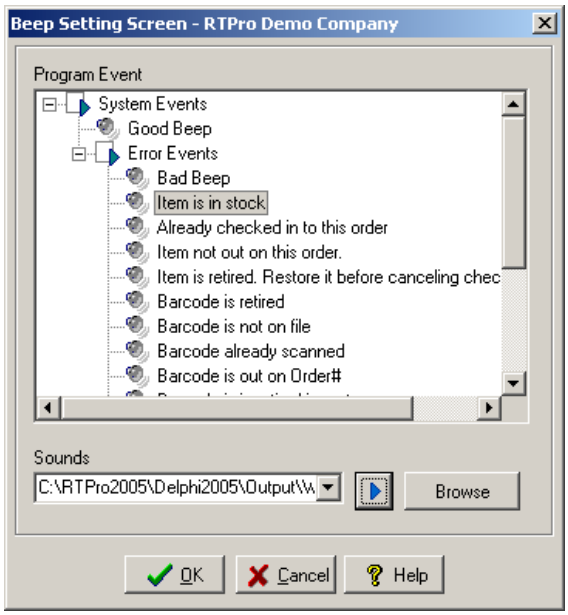
RTPro can play sounds when scanning barcodes. These sounds indicate if a barcode scan is good or bad. Each workstation can customize its own sound. Currently 20 different sounds are installed in with RTPro. User can preview these sounds and choose the desired sound.

On the Beep Setting Screen, the current settings can be previewed. The current sound number appears in the sound selection area when entering this Screen. To preview the current beep, select your desired beep and press, selected sound will play.

Note: You can browse to assign the related sound file to each one of error events. Click Ok button, to apply new selected sounds.

The sound uses standard windows WAV files. If you are familiar with WAV files, you can set application to play your own wav files instead of standard ones. You can save your WAV file into RTPro/wav folder replacing one of current files named 1.WAV ~ 20.WAV.

Note: The bigger the wav file, the longer the user must wait before scanning the next barcode.

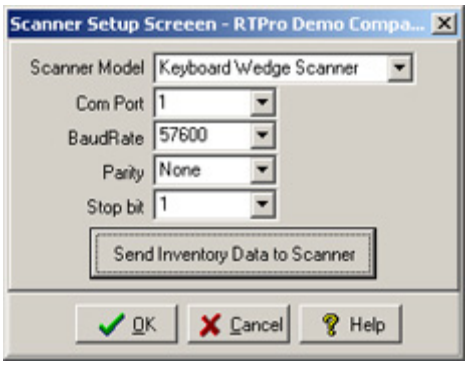


Camera Selection

For taking photos from your equipment, you should setup a camera or imaging device. To do this, you should first install your camera on client and make sure it is working correctly then go to Camera Selection menu. In a new window, you should see a list of installed camera or imaging devices that are currently installed on your system. Choose the one that you want to use and click Ok.

Barcode Printer Setup
RTPro allows printing barcode and equipment code labels through the application. The labels can be designed to suit your shop. When designing the label, consult Rental Tracker for details.

Scanner Setting
In this screen, you can choose your barcode reader from a predefined scanner list. You can setup your scanner port. You can send inventory data to your scanner, if your scanner has a buffer and can support this feature.



Email Setting
You can use email setting to setup your name, your email and your mail server. This feature is used in the program when you want to send an email from it.

Download Batch Scanner
The function is only available with batch download scanners, which is programmed by Rental Tracker Inc. The batch function allows importing data from batch scanner to a workstation. The feature comes in handy when rental items are located away from the shop and computer. The items can scan using a batch scanner and then the information can be downloaded to the workstation later. See Batch Barcoded Screen for more information.

Users Currently in RTPro
This function can be extremely helpful many times. If you need to see who is currently using RTPro, click the option and listed, will be all the users in the system. For example, this could be helpful when performing a backup, as all users must be out of RTPro in order to backup your RTPro files.

Options Menu

Select Language
RTPro is flexible to use different languages. You can select a language code which is defined in RTPro from the lookup table.

Select Location
If your company is multi location, user location can be selected from the lookup table.

Edit Menu

Change Password
The system will prompt for the current password, a new password, and to retype the new password. The change will then take effect.
If a password is forgotten, then a user with access to the user setup must reset the password. To reset the password, select the user, click on edit, and type a new temporary password. The user should then enter into RTPro with the temporary password and change their password. The Passwords are encrypted and not even Rental Tracker Staff will know your password. Refer to Chapter 3 Setting up Users and Security.

Reset Registry
This Option allows users to delete all local settings of RTPro that is saved in the registry. For example, the ordering of grid columns, forms size and ... will set to default.

View Menu

There are several options available, such as, accessing the barcode search screen, the parent listing, the production listing, the contact listing and sales person listing.

Accessing Barcode

The barcode can be scanned or manually entered into the barcode prompt and the Rental Inventory Entry Screen will appear with the item details.

Help Menu

Contents

Displays help on-line. You can choose this icon by pressing F1 on main menu.

Rental Tracker, Inc. Contact Information

The Current Rental Tracker address, phone numbers and employee email addresses listed.

www.RentalTracker.com

If you have an internet connection established on the workstation, by clicking on this option you will be sent to Rental Tracker website.

Email to Rental Tracker

This will bring up an email program, such as outlook. If your workstation has an internet connection, email to Rental Tracker could be sent easily.

Batch Barcoded screen

This screen is used in many parts of RTPro and is available when batch barcode scanners are used. In batch mode, data is scanned into the scanner and can be transferred to application.

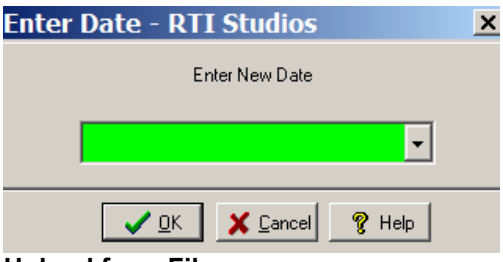
Scanned items will be validated and display in a list when downloaded to the application. Records are not posting to orders instantly. Any records that are not valid will display in red. If a row was not valid, reason will display. You can edit or delete scanned rows then post them.

Action - Select Existing Batch

There is an option in Batch Download Screen which displays all the existing batch numbers. This option will list all recorded items for the selected batch number. From Action menu click on "Select Existing Batch", a dialog box will appear. Enter batch number or select a batch number from a drop down menu.

Change Post Date Across All Items

When items are scanned into the scanner a date is entered. This represents the checkout or checkin date of the items. If the date is incorrectly entered and you need to change the date prior to posting the information to the order you can enter in the new date. The date will be used when posting the records to the order.



Upload from File

This should be used with assistance from Rental Tracker. This will allow a file to be imported into the batch download screen. The file format must be in the format supplied by Rental Tracker.

Email Downloaded File to Tech Support
This should be used with assistance from Rental Tracker.

Download From Scanner - Function imports barcode information from batch scanner to RTPro. If there is a previous batch downloaded in the system, the system will prompt to overwrite it. If previously imported data was processed before, answer yes. The scanner must be connected either through a cable or placed in a base cradle. On the scanner, follow the function keys to download. For the PDT6800 and PDT3100 scanners from Symbol Technologies Inc. the function key is F5. On the CS100 From Symbol Technologies Inc. there is no function key, once the cable is connected the information is available for download. The records on the scanner will displayed on the screen and validated.

This button Re-validates records displayed on the screen.

This option will post the records to the system that are not in red.

Provides a report of the records displayed on the screen.

This button displays records in a raw form. If there is a problem with the download file, the raw data will be helpful to Rental Tracker when researching the problem.

This option will erase the data on the scanner.

For information on other buttons, see Common Functions.

Chapter

3

Setting up RTPro

In This Chapter:

System setup
Language Table
Translation Table
User Setup
Security
Master Records
Production Records
Vendor Records
Contact Records
Sales Person Records
Billing Schedule option
Move Option

Administration Module

RTPro has system values which allow you to tailor the system. This feature allows you to customize your Checkin / checkout sheet with your business information, customize how rental values are calculated, customize some features with the Checkin / checkout process and define calculations for billing and invoicing. This chapter will explain how to setup RTPro to fit your business.

Using the Management Menu toolbar

Below is a description of the Management Menu toolbar. To access the management menu, click on the Administration button from the Main Menu.

Security / Setup

System setup

There are several default settings, which must be setup before using RTPro. These system values are useful in tailoring the system to fit your specific business. Please read this section completely before making or creating any new system changes. System changes affect the way the entire system will perform.

Company Tab

Company Name & Company Address

This is your shop's name and address. The Company name and address will print in the header area on customer reports. Company name and address will appear on the Quote Sheet, Checkout/Contract Sheet, Quick List, Pull List, Return List, Checkin Sheet, Remaining Items Report, Value Sheet, Cost Sheet and the Invoice documents. If your shop uses the multiple location feature in RTPro the Company name and address can be setup at the location level.

The Phone and Fax Numbers

This is your shop's phone and fax. These fields will also print on the customer reports. If your shop uses the multiple location feature in RTPro the phone and fax can be setup at the location level.

Web Address

If your company has a web address, this field is allocated for your website. The web address will also print on the customer reports.

Company Code

Company code is a unique code for each company and is used by Rental Tracker to identify a customer.

Year Start and Month Start

The "Month Start" and "Year Start" fields are used in "Account module. When a Month starts then the previous month considered as closed. These dates are also used for reports which reflect MTD, YTD revenue and for the Sales summary report.

Last Month End Close

This field is used to close out the last month so that records are locked in prior to the date entered. No AR payments, certain checkout, checkin, inventory additions can not be back dated to a closed month. Inventory adds cannot be added with a date prior to the last month end close. Also Sale items cannot be shipped prior to the last month end close

Password Expires in (Days)

You can use this field to configure duration of users accessing after adding a user. If you set it to zero your users password never expires.

Use Image

Check this box if image will be used. RTPro supports imaging. Equipment code items can be linked to an image. RTPro is compatible with most TWAIN compliant scanners and digital cameras.

Image Path
If imaging is used, the directory path where the images will be stored should be entered.

Image save Quality (1-100)
When saving images, each image takes disk space. There is an image compression feature, which can be set. The compression recommended is 50%. The setting can be adjusted to suit your needs .The lower compression percentage, the higher image quality.

Save Revisions
Within RTPro is the ability to save revisions made to the Rental Order Entry Screen. RTPro will save the quote from the Rental Order Entry screen when a change is made to a quantity, price, discount, additional entry.

Revision Path
This is a directory path where the revisions are stored, if "Save Revisions" is checked.

Defaults Tab
The default values help speed up the data entry process. A default value populates a field on an entry screen. The values once populated on an entry screen can be overwritten and changed.

Default Order Type
When a new order is created, the order type will default in from the specified default value. The possible values: Quote, Reservation, Confirmed Order and Cancelled.

Quote - Quote A quote order is a way of giving a customer pricing for equipment. Equipment will not be reserved if the order is a Quote. A Quote cannot have items checked out or checked in and it can not be billed.

Reservation - Reservation order reserves equipment. A reservation cannot have items checked out or checked in and it can not be billed

Order - Confirmed order, reserves equipment and allows equipment to be checked out and checked in and it can be billed.

Default Billable Type
When a new order has been created, the billable type will default in from the specified default value. This field dictates how billing will be handled for the order. The possible values: Regular Bill, No Charge, or No Further Bill, No Charge Sales, Stop All Billing, Hold and Stop Sales.

Regular Bill - is an Order that will be billed for charges based on the billing schedule and rental or sales activity. Regular bill is the recommended default.

No Charge - is an order which will never have an invoice created.

No Further Bill - is an order that will have no further rental invoices created.

No Charge Sales – the order will not bill for Sales charges. All other charge will still be billable.

Stop All Billing – the order will not bill for any charges (Rentals, Sales, Restocking, Loss, Damages, Labor, Space, or Shipping)

Hold – a hold order will not come up for billing until it is take off hold.

Stop Sales – the order will not continue to bill for any further sales. All other types of charges will be billable.

Default Production Type
The Production Type is defaulted when a new production is created. There is a user definable table for Production Types. An example of a Production Type would be Feature, Commercial or perhaps TV. Refer to the Production Type Table for further details.

Default Contact Type
When creating a new contact, this will be selected as default type of Contact in Contact entry screen. The Contact table contains contact information.

Default Daily/Weekly

The choices are Daily or Weekly. The value will default over to the production header screen. (See Chapter 5 for more information about Daily & Weekly Pricing).

Default Payment Type

The Payment Type defaults in on the Production Header Screen. There is a Pay Type table which can be maintained within the file maintenance module. Refer to the Pay type section for further details.

Display Insurance Expired Warning

On the Production Header screen, there is an insurance expiration date. When an order is created, the system will warn the user if the insurance has expired. The system will not stop the user from continuing, it is just a warning .To use this feature, checkmark the box.

Keep non-shipped rentals reserved until the order return date

Checking this option will mark the unshipped equipment unavailable until the orders return date.

Capitalize First Letter of each Word

By checking this item, the application will automatically capitalize first character of each word user is typing.

Require Salesperson on Order Header

Because of the many uses of the Salesperson field, including being able to generate a revenue report by salesperson, you may wish to require that a salesperson be entered on every order. To do so, check this box.

Require Payment Type on Order Header

If you want system to use validation rules for payment type and not allow users to finalize order forms before entering the Payment Type, you should check this box.

Require Project on Order Header

By checking this item, all orders should have their Project defined. This option will force user to enter in a Project value before saving order header.

Require Tax Type on Order Header

By checking this item, all orders should have their Tax Type defined. This option will force user to choose Tax Type of order before saving it.

Use Multiple Contact on Production

RTPro allows controlling the contact selection across a production. If the selection of a contact should be limited to specifics contacts across a production then check this item. At the time the contact is chosen for an order the contact must be a contact which is assigned to the production.Separate Reports by Rental Category

If the sort order field is used in the Rental Category details, by checking this option program will allow the user to separate the reports by the rental category based on the sort field.

Allow Modify 2nd Level Accessory

If the box is checked, then program allows the user to change the quantity for 2nd level accessory within the Rental Order Entry screen and also both pick list methods.

Fixed Barcode Size

If your shop uses barcode labels with a fixed length number of digits, then this field should be checked. This allows extra validation when the scanner reads a barcode. If this box is checked, the system will not accept a barcode with more or less than the fixed length number of digits specified. The system will make a bad beep indicating an invalid read.

Barcode Length

If a fixed barcode size is used then the number of digits (length) should be entered.

Barcode Prefix

RTPro has a logic written in the application to check for the accuracy of a barcode. When the barcode is scanned, the system will validate if the first two digits of the barcode match the digits entered in the prefix field. The barcode prefix used by your shop should be entered. There can be multiple prefixes used. Among the multiple prefixes, use a comma. Example: 40, 20, 22.

Barcode Auto Populate Prefix
The value entered here will be added as a prefix to barcodes created in the application.

Default Serial # Required
When adding new equipment code there is an indicator labeled Serial # Required. When adding inventory for the specific equipment code, the serial number would be required.

Auto Assign Barcodes when adding Barcoded Inventory
If this item is checked, the default to have the system assigns the barcode numbers will be check marked when adding Barcoded inventory.

Print Barcodes when adding Barcoded Inventory
If check-marked, the default will have the system print the barcode numbers when adding Barcoded inventory.

Allow scanning of Serial# in place of Barcode
If this item is checked, user can scan serial# of an item instead of its barcode.

Note: Check this item with special care. The application will always search barcodes first and if it cannot find a proper barcode then it will search for its Serial No. The drawback is the application may find a barcode equal to a serial number but with another item.

Days per Week
The default days per week will default over when a new production is created. For an explanation of Days per Week, refer to the Rental Order Entry section in Chapter 6.

Default Sales Restocking %
When sales items are returned, there is an option to charge a restocking fee. Enter here the percentage of the sales price to charge as a restocking fee. This will default over when a new sales stock code is created.

Require Serial # for Barcoded items, For Items with a value more than
You may wish to require serial numbers for Barcoded items of a certain value. Check this box and enter the value here. When adding inventory, this value will compare against the Price field of the equipment type for the items added. If the amount in Price field is larger, the serial number will be required.

Warning for Credit Limit
A credit limit can be specified on the production level. When invoices are created, the system will warn if the credit limit has been met.

Checkout first item in a session
If credit limit is reached, the system will warn user while checking out the first item in Rental Checkout Screen.

Exiting Rental Entry Screen
If checked, while exiting from Rental Entry Screen the warning message displays the credit limit is reached and shows the customer's balance and the amount over the balance.

Printing Quote
If checked, when printing Quote Sheet the system will warn user that credit limit is reached but it doesn't stop the generation of the report.

Creating Invoice
By checking this item, while creating invoices the system will warn user that credit limit has been met but it doesn't stop the creation of invoices.

Confirming Invoice
If the indicator is checked and the credit limit reached, the system warns the user when confirming the invoice. The confirmation of the invoice will not be stopped.

Next Numbers

Next Barcode Number
RTPro has the ability to assign barcode numbers when adding inventory. This field displays the next barcode number that will be used. There is logic in the system, which does not allow duplicate barcode numbers so if the number is set to an existing barcode number, system will skip the number and advance

forward until it reaches a valid barcode number. If your shop is setup for multiple locations the next barcode number can be setup at the location level.

Next Order Number

This number should be set onetime. When a "New rental order", "quote" or "reservation" is created, the number will be incremented. It recommends that the number set to a different numbering sequence from the Next Invoice Number, Next Preview Number and Next Draft Number. This will makes it easier to identify the order numbers on various screens and reports. If your shop is setup for multiple locations the next order number can be setup at the location level.

Next Preview Number

This number should be set one time. The number should be significantly different then the Next Order Number field, Next Draft Number and Next Invoice Number. This will make it easier to identify the preview numbers on various screens and reports. If your shop is setup for multiple locations the next preview number can be setup at the location level.

Next PO#

PO stands for purchase order. Within the system, PO numbers can be assigned by the system. If you choose to use this feature, then the next PO can be assigned and the system will increment the number.

Next Inv PO#

If you choose to use this feature, then the next inventory PO can be assigned and the system will increment the number.

Next Draft Number

This number should be set one time. The number should be significantly different then the Next Order Number field, Next Preview Number and Next Invoice Number. This will make it easier to identify the draft numbers on various screens and reports. If your shop is setup for multiple locations the next draft number can be setup at the location level.

Next Invoice Number

This number should be set one time. The number should be significantly different then the Next Order Number field, Next Preview Number and Next Draft Number. This will make it easier to identify the invoice numbers on various reports. If your shop is setup for multiple locations the next invoice number can be setup at the location level.

Next Invoice Batch Number

There is the ability to have the system create one invoice per order across when running the batch invoice create process. The next batch number is the assigned number for the batch process. This number should be set one time and should begin at one. The system will maintain the number.

Next Repair Ticket Number

This number should be set one time and should begin at one. The system will maintain the number. This is the starting number for numbering Repair Tickets.

PO Prefix

If your shop uses the feature "Assign Next PO", then a PO prefix can be assigned. Every time the system assigns the next PO, the prefix will be included at the beginning of the PO.

Auto Assign Production

If this item is checked, next production number will be assigned to production code in Production Entry Screen.

Next Production Number

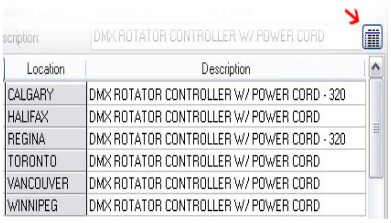
This is the starting number for numbering productions. This number should be set one time and should begin at one. The system will maintain the number.

Use Multi Location

A multi-location company is a company which has more than one location (warehouse) with different sets of inventory, which perhaps uses the same equipment codes. There is no separation of billing or accounts receivables. Multi-location strictly is used if your shop operates with more than one set of inventory and needed is the ability to track rental activity, ownership and security access for the multiple sets of inventory. Please call Rental Tracker to discuss the purchase and setting up of multiple locations.

Use Multi Location Equipment Description

If this indicator is checked, users will be able to have different description for different location. Refer to the Inventory screen to the right for more details.



Note: This option is available when multi location feature is used.

Use Multi-currency

If your company deals with multiple currencies then you should checkmark this box. Please note that, in the system setup user cannot select Multiple Currency if the multiple Location is not checked.

Use Multi currency per Location

When check-marked the locations can have multiple currencies.

Note: This option is available if the "Use Multi-Location" and the "Use Multi-Currency" is check-marked.

Use Multi Language

This item will activate the translation of labels and column headers, if it is checked. Refer to Translation Table for more details.

Use Depreciation

If the system should calculate the depreciation of inventory items, this option should be check-marked.

Use Ownership

If you want to rent or sell some equipment of other owners, and you want the system to automatically calculate the ownership's revenue, check this box.

Use city/state/zip

When you want to use city/state/zip in your addressing system, you should check this box. (Example: When adding new parent, if you checked this box, system will ask you for relevant city/state/zip.)

Use PO Location Prefix

If you are using multi location feature, checking this option will use first 2 character of location for the prefix of the next Purchase Order which will be added to the system.

Equipment

Each checkbox acts as the default value for the checkbox in the equipment screen. So, users can set the default values of these fields in the setup screen. Then when adding new equipment, the default values come from System Setup. For Example, if a company checks Taxable, while adding new equipment the box is checked by default.

Checkout Tab

Quote Sheet Footer

Default quote footer can be selected here. The program will default over quote footer when printing the quote report. If your shop is setup for multiple locations the footer can be setup at the location level.

Note: If there is default footer on the Location level, the location level default footer will be used. If the location level has no footer, the program uses the footer that is selected in system setup.

Print Revision# On Quote: If checked, Program prints the Revision# under Date and Time on the top of the Quote sheet.

Pull List Footer

Default pull list footer can be selected here. The program will default over pull list footer when printing the pull list report. If your shop is setup for multiple locations the next draft number can be setup at the location level

Note: If there is default footer on the Location level, the location level default footer will be used. If the location level has no footer, the program uses the footer that is selected in system setup.

Print Revision# On Pull List: If checked, Program prints the Revision# under Date and Time on the top of the Pull List report.

Checkout Sheet Footer
Default checkout sheet footer can be selected here. The program will default over checkout sheet footer when printing the checkout sheet. If your shop is setup for multiple locations the next draft number can be setup at the location level.

Note: If there is default footer on the Location level, the location level default footer will be used. If the location level has no footer, the program uses the footer that is selected in system setup.

Print Revision# On Checkout Sheet: If checked, Program prints the Revision# under Date and Time on the top of the Checkout sheet.

Separate Checkout Sheet by Department
When this option is used, the checkout sheets will separate items by the department.

Checkout Contact Required on Production
When this option is marked in system setup, checkout contact will be required to be entered when a new production has been added. The checkout contact is the customer contact that's responsible for the equipment. The checkout contact will be printed on the various customer reports.

Checkout Contact Required on Order
When this is checked, checkout contact will be required to be entered when a new order has been added. The checkout contact is the customer contact that's responsible for the equipment.

Project Required on Order Header Screen
By checking this item, all orders should have their Project defined. This option will force user to enter Project value before saving order header.

Default Quantity Ordered From Checkout Quantity
If items could be checked out, even if they were not ordered, this option can be used to update the quantities ordered so that they always match the quantities checked out.

Print Order Description on the Checkout/Checkin/Invoice Printouts
On the order header screen there is a location to enter the description of the order. If this option is used the description will be printed on the Quote, Checkout, Check in, and Invoice sheets.

Auto Fill Quantity in Mass Checkout Noncoded
When using the mass checkout option the quantities can either default over empty or default over as the quantity ordered.

Rollup Prices to Main Item and Show Accessories as $0.00
This option will print out the main items showing sum of the rentals for the main items plus the main item's accessories. The accessories will print with 0.00 amounts.

Display Reorder Point Warning when Shipping Sales?
At the point of shipping sales through order processing, a warning will display if the sales inventory is below the reorder point. The warning will not stop the user from continuing.

Print Job Title on Subrental Pick List and Subrental Return List
Checking this item will print Job title on Subrental Pick List and Subrental Return List reports.

Require Confirmation before Adding equipment on the fly
When checking this, the system will ask for user's confirmation before adding equipment through the Rental Checkout Screen.

Show Billing Schedule Total on bottom of Rental Entry
Checking this will show the Billing Schedule Total at the bottom of Rental Order Screen.

Print Logo On Quote
If checked, program prints the logo of your company on the Quote report.

Print Address On Quote
If checked, program prints the address of your company on the Quote report.

Print Logo On Contract
If checked, program prints the logo of your company on the Checkout sheet.

Print Address On Contract
If checked, program prints the address of your company on the Checkout report.

Allow Rental Checkout if Not Ordered
This option allows checking out Rental items even if not ordered within the Order Entry Screen.

Allow Sales shipping if not ordered
This option allows Sales items to be shipped even if not ordered within the order entry screen.

Allow Sales shipping if not enough in stock
This option allows Sale items to be shipped even if not enough in stock. If not checked, program stops user at the time of sales shipping if there is not enough items available to ship.

Sell Rental Equipments - Use Existing Line Items
If it is checked, program uses the existing line item from Sales Order if the stock number has already been ordered.

Checkin Tab

Return List Footer
Default return list footer can be selected here. The program will default over return list footer when printing the checkout sheet.

Note: If there is default footer on the Location level, the location level default footer will be used. If the location level has no footer, the program uses the footer that is selected in system setup.

Checkin Sheet Footer
Default checkin sheet footer can be selected here. The program will default over checkin sheet footer when printing the checkin sheet.

Note: If there is default footer on the Location level, the location level default footer will be used. If the location level has no footer, the program uses the footer that is selected in system setup.

Repair Ticket Footer

Default repair ticket footer can be selected here. The program will default over repair ticket footer when printing the repair ticket report.

Note: If there is default footer on the Location level, the location level default footer will be used. If the location level has no footer, the program uses the footer that is selected in system setup.

Sales Return Footer
Default sales return footer can be selected here. The program will default over sales return footer when printing the sales return report.

Note: If there is default footer on the Location level, the location level default footer will be used. If the location level has no footer, the program uses the footer that is selected in system setup.

Save Swaps in Customer Notes (saves in Internal Notes if not checked)
RTPro is able to move a Barcoded item from one order to another one, checking this item will save swaps in Customer notes. If this item is not checked, it will save in Internal Notes.

Note: The current value in the notes will not be overwritten and the swap notes will be added to the end of it.

Restore items when Checkin is Canceled for Loss items?
If checked, the system restores loss items from retired inventory when the checkin is canceled on Rental Checkin Screen. If not checked, the system doesn't let you cancel the checkin. First you need to restore items from retired inventory then you may be able to cancel checkin. Otherwise an error occurs and stops the process.

Print Customer Code and Production Title on Subrental Return List on pages 2+
If checked, the Customer Code and Production Title will be printed on Subrental Return List.

Subrental Tab

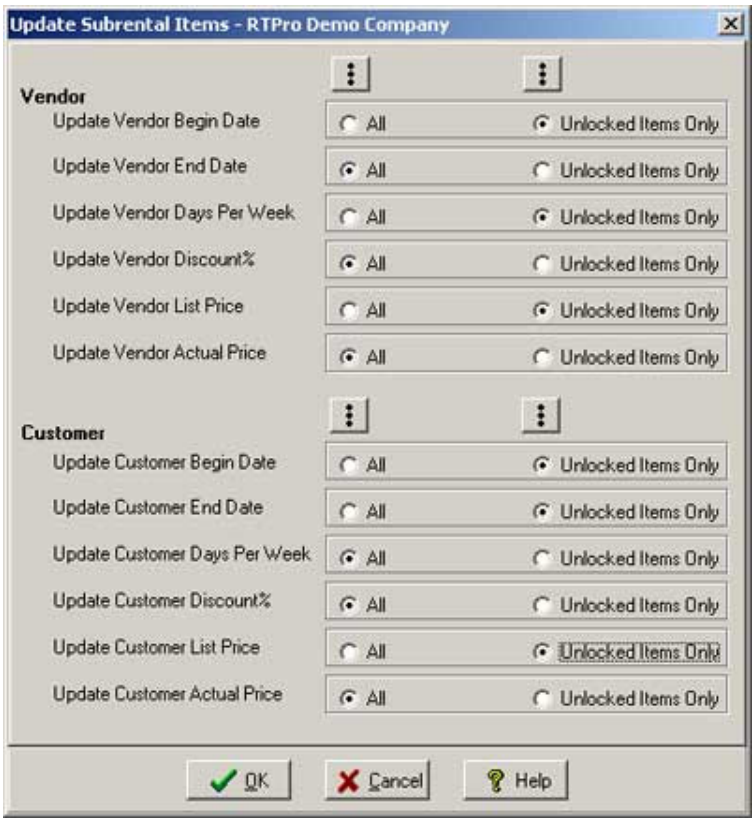
PO Required for Subrentals

This option will force the user to attach a PO to subrental records when ordered. If not checked the subrentals can be ordered without a PO.

Update based upon below without prompting when changes are made

If this item is checked, Subrental will update based on selection of items in this page and there is no need for the user to confirm changes. Refer to Subrental Update Section for more information.

There are two types of prices in Subrental level. One is the price that a Vendor charges the company and the other is the price that a company charges the customer.
If prices such as DPW, Actual Price and Discount are changed in Rental Order Screen, prices should be locked. After locking an item and exiting the record, an Update Subrental screen will appear.



This screen gives an opportunity for user to update the Subrental records all at once. Refer to Subrental Update Section for more information.

Misc. Tab

Shade Percentage

The top header section on customer reports is printed shaded. The shading can be adjusted. Darker shading does not go through very well when reports are faxed. You can choose a number between (0-30) to setup this feature.

Grid Delay

Delay when user continuously presses Pg-Up and PgDn keys. Larger number reduces CPU Utilization, but adds a delay to process each key press.

Print Main Item in Bold on the Reports

If checked, all main equipment items in reports will show as bold.

Report Error Logs to Rental Tracker via Email

If you check this box, the system will automatically send an Email to Rental Tracker Company and mention the errors occurred in program.

Save Access Violation Errors in Database

If this box is checked, the system will save Access Violation errors in database automatically. It is recommended that this is checked.

Crystal Reports Path
This is a default folder for "Crystal Report" reports. Those reports that are created with "Crystal Reports" will run from this folder. If you want to specify a different path for each Report file, leave this field blank and add path for each report to its own name. Refer to Crystal Reports section for more details.

Company Header Position
This will set the position of the company header on printouts. The Company may be left, right align or center in page header. Company may also choose not to print their logo and name on reports at all.

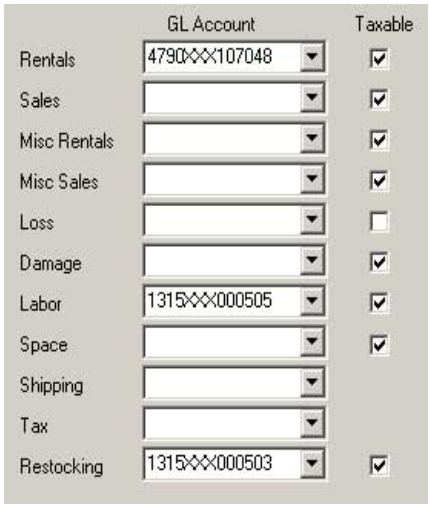
Use Department and Category for Add Rental Inventory Screen
If checked, when adding inventory the system will prompt and filter the equipment code selection by department and category.

Logo Printout Position (inches)
This will set the position of Company logo when printing reports. These values should be entered as inches and will use only if Company header position is not set to "No-Header".

Top Margin for page 2+ of Customer Reports
There is an option embedded in RTPro which allows users to define the top margin of customer reports after second page.

Billing Tab

GL (General Ledger) Account
Each of the charge buckets listed can be associated with a general ledger income account from the General Ledger Account table. A pull down list is available. This is the GL account that will be used unless the GL Account has specified at a different level such as at the equipment code level or sales stock number level.



Taxable
The taxable indicator specifies if the charge bucket should have taxes added to the calculation. The tax indicator will be used if the tax indicator is not at a different level such as the rental order entry screen or sales order entry screen.

**** Please Note:** If tax indicated on a charge bucket, the tax rate must be setup for individual productions.

Use General Ledger?
If the Accounts Receivable or General Ledger is used then checkmark this indicator.

Default Include on the Order to Bill screen
If you check this box, each order which has billable charges will be included by default in Order to Bill screen.

Require Billing Schedule on Orders
When you check this box, you must first define a Billing Schedule for an order and then you can make a bill for it, otherwise an error message will appear to the user that the order has no Billing Schedule and invoice can not be created.

Default Terms
There is a drop down selection from the Terms table. The terms will default over to the production header. See Terms definition later in this chapter.

Invoice Tab

Invoice Footer
Default invoice footer can be selected here. The program will default over invoice footer when printing the invoice report.

Note: If there is default footer on the Location level, the location level default footer will be used. If the location level has no footer, the program uses the footer that is selected in system setup.

Invoice Label
The term 'Invoice' can be changed to suit your company's need. The label will use throughout the system. For example, some shops may use the term "Invoice Support Document" or "Support Document".

Print Date/Time and Create By on the Invoice Header
When invoices print, if this box is checked, Date/Time and Create By will print on the invoice header.

Print Logo On Invoice
If checked, program prints the logo of your company on the Invoice printout.

Print Address On Invoice
If checked, program prints the address of your company on the Invoice printout.

Use Upload
RTPro has an invoice export function, which can be customized to export data .If your shop will be using the invoice export, then checkmark this indicator.

Upload Next Batch Number
This is the batch number used when uploading. All invoices uploaded in one session will mark with this batch no. This batch no. will increment automatically for each upload.

Upload prefix
Any file that you upload to other programs will use this prefix by default in their name.

Upload Format
This field indicates the program, which you want to export RTPro data to it. Currently uploads for "Quick Books" and "AccPack" are available. If you are interested in exporting invoice information to another accounting package please contact Rental Tracker.

Invoice Upload File 1 – File 5
Invoice Upload File 1~ five field stores the path of where the export files will copy.

AR Tab

AR Footer
Default Ar footer can be selected here. The program will default over AR footer when printing the Ar reports.

Note: If there is default footer on the Location level, the location level default footer will be used. If the location level has no footer, the program uses the footer that is selected in system setup.

Default Payment GL
When payments are made, the GL account is required. The Payment GL will default over but can be changed.

AR Discount GL
When discounts are applied, the amounts will link to the AR Discount GL.

Show Payments in AR Statement
The payment detail will print on the customer statements. Otherwise, only the invoices and remaining balances will print.

Default Payment Type
The Payment Type defaults in on the Payment Screen within AR module. There is a Pay Type table, which can be maintained within the file maintenance module. Refer to the Pay type section for further details.

Unapplied Payment Creation Credit GL Account/Unapplied Payment Creation Debit GL Account
When a new payment is added the values of these fields will be added into the Invoice General Ledger Transaction table for the amount of the payment.

Credit Memo creation Credit GL Account/Credit Memo creation Debit GL Account
When a new credit memo is added the values of these fields will be added into the Invoice General Ledger Transaction table for the amount of the credit memo

Credit GL Account when applying Unapplied in future month/Debit GL Account when applying Unapplied in future month
When an existing payment is applied in a month past the payment received month the values of these fields will be added into the Invoice General Ledger Transaction table for the amount applied.

Labor/Space Tab

Company Working Days

The days checkmarked as Working Days will be used in the Labor and Space module for billable days.
Begin Time/End Time
This is the time used on the Labor and Space module when the scheduling is for a day.

Language Table

RTPro has the ability to translate labels and captions to various languages. To use this feature "use multi language" option in the setup screen should be enabled. Each language will have its own translation table. Users can select one of the available languages and all labels and captions will translate based on translation table contents or if the application is set for a new language you may add a new entry into the table. Refer to Translation Table for more details.

Translation Table

Within RTPro, screen labels can be changed. This feature allows for customizing words or phrases to make them more significant to your shop. An example of changing a screen name would be changing the label "Production" to "Customer". Translation changes affect screen labels and reports as specified, wherever the previous entry appeared. On opening this screen, if Multi language option is enabled, a dialog box will ask to choose a language to customize; otherwise, default translation table will open.

To change a screen label

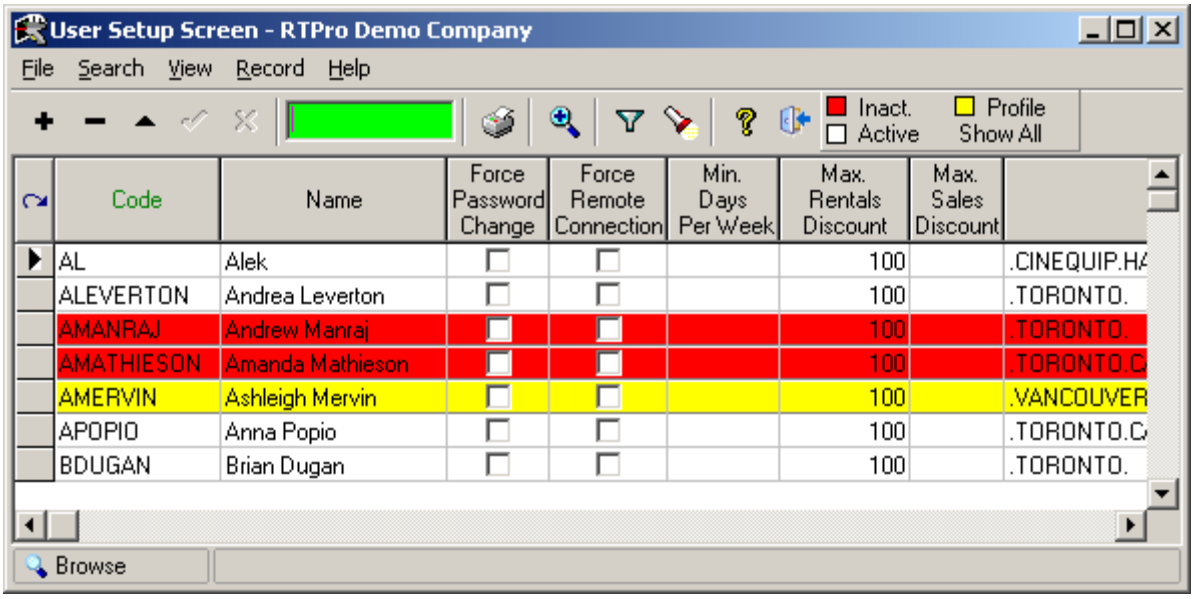
Click on the +. The Translation Setup Screen will appear.
Enter in the original label name. This original label name should be spelled exactly as seen on the screen.
Enter in the translation name.
Checkmark Partial Match, if you like system to change any occurrence of the word in any phrases. For example, if you like the word "Production" change to "Customer," in "Production Type" checkmark "partial match" and put translation for Product as Customer. If partial match not selected then "Production Type" will not change.

Note: Screen icons that defined as an abbreviation can also be changed.

Note: Translation is case sensitive and user should care about case of words.

User Setup

RTPro is a multi-user system. It allows you to create IDs for multiple people to use the system. This will give you a control on what features and functions an individual can perform. Initially, when a new user is created, they will have NO rights throughout the system. As each person's job is defined, then the user's security can be modified to fit the business. Besides creating IDs for multiple people, RTPro is able to define a profile in the system. Profiles will be described in the system and can be similar to a single user.
When clicking on the user icon a list of all users who are setup to enter into RTPro will be displayed on a listing. In this list, all inactive users show in red, profiles in yellow and active users in white.



To Add a new user

Click on ✚ icon from User Setup Screen. The User Entry Screen will appear.
Enter in a User Code. User will use this code to log into RTPro. It is a good idea to use user's first name for this code. Fill in User Name and choose a password. The password will not be viewable. From Departments list, you can select single or multi departments that user is permitted to have access. If your company is multi location, there will be a list of locations available, select location for this user from the locations list. Each user can be linked to a specific location or locations. This option will ensure that user only can check in/out inventory items that are linked to authorized locations.
Each user may have permission to add discounts to rentals or sales. It can be defined here. If these values are zero, user cannot add discounts. User also may have permission to change Days Per Week for rentals, this also can be set here.
Checkmark Force Password Change will force users to change their password on first login. As the manager of the system, if you want to disable a user temporarily from accessing application, you can checkmark Inactive checkbox.
RTPro has an ability to cache some table contents in client systems to increase speed of application. To use this feature checkmark Force login as Remote user checkbox.

Note: Use this option only if user is located out of the main networks containing database server. We do not recommend using this option for local users.

To Add a new Profile

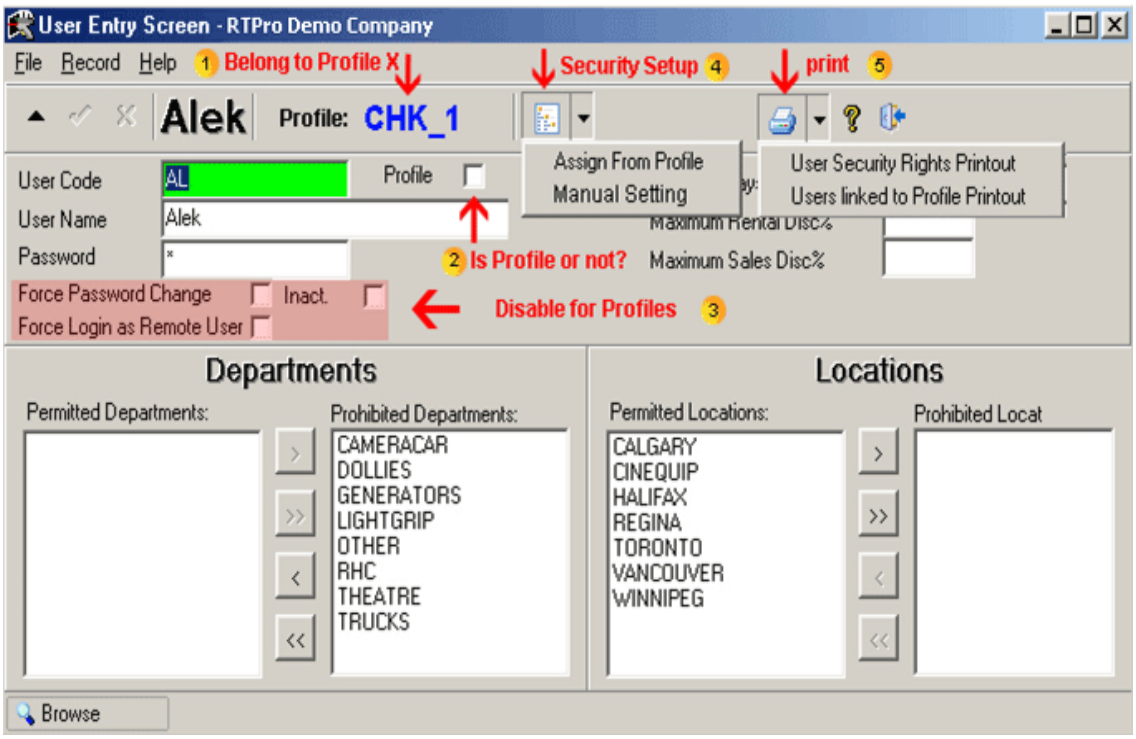
If you want to add a new profile, first checkmark the "Profile?" checkbox. Fill in the User (Profile) Name and choose a password. From Departments list, you can select single or multi departments that profile is permitted to have access. If your company is multi location, there will be a list of locations available, select location for this profile from the locations list.
Each profile may have permission to add discounts to rentals or sales. It can be defined here. If these values are zero, each user linked to the profile cannot add discounts. Profile also may have permission to change Days Per Week for rentals, this also can be set here.

To permit or prohibit user or profile to gain access on departments or locations:

1. Highlight a department or a location in Prohibited area.
2. Click on the < icon, the selected item will be moved to the permitted side.

The >> moves all users listed on the permitted side to the prohibited side.
The << moves all users listed on the prohibited side to the permitted side.

Save the record by clicking on the post icon ✔ or by pressing F10.



Profile Options:

1) Determines the profile that current user belongs to.
2) Set user as profile or a normal user.
3) Upon clicking on profile checkbox, program will enable or disable the highlighted section if screen is in Edit or Insert mode.
4) There will be a toolbar button in User Entry Screen to set the security for current user in two ways.
5) There is a button on this screen which allows you to print "User Security Rights" and "Users Linked to Profile".

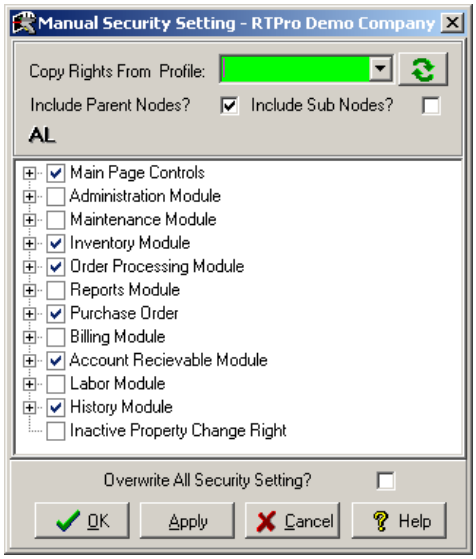
Note: The second report is only available for profiles so this menu item will be disabled for normal users.

Manual Security Setting

While entering the screen, the manager has options to copy rights from a profile, by selecting a profile from the lookup and then apply manual changes. As soon as pressing the OK button, all selected securities in tree, will be applied for the user.

No matter if the user is profile or not. When user clicks on this menu item, RTPro opens a screen so user can set permission only for selected user instead of opening current permission tree and mixing up between users.

Include Sub nodes, will be used to check or un-check the sub nodes, when a parent node is being changed.



Setting Access Rights for Users and Profiles

To permit or prohibit a user right click on the user name through the User Setup Screen. A pop-up menu will appear and choose Set Rights.In the opening screen, you have options to:

Grant All Rights
User will have complete access to all areas within RTPro.

Revoke All Rights
User will have no security access in RTPro.

Copy Rights from another User
User will have Rights to have access like the user that is selected form the User/Profile Lookup.

Copy all Rights Setting from another User
User will have not only the rights but also the settings of the user selected. For example, Minimum Days Per Week.

Copy Rights From Profile
User will have rights to have access like the profile that is selected form the User/Profile Lookup.

Copy All Rights and Setting From Profile
User will have not only the rights but also the settings of the profile selected.

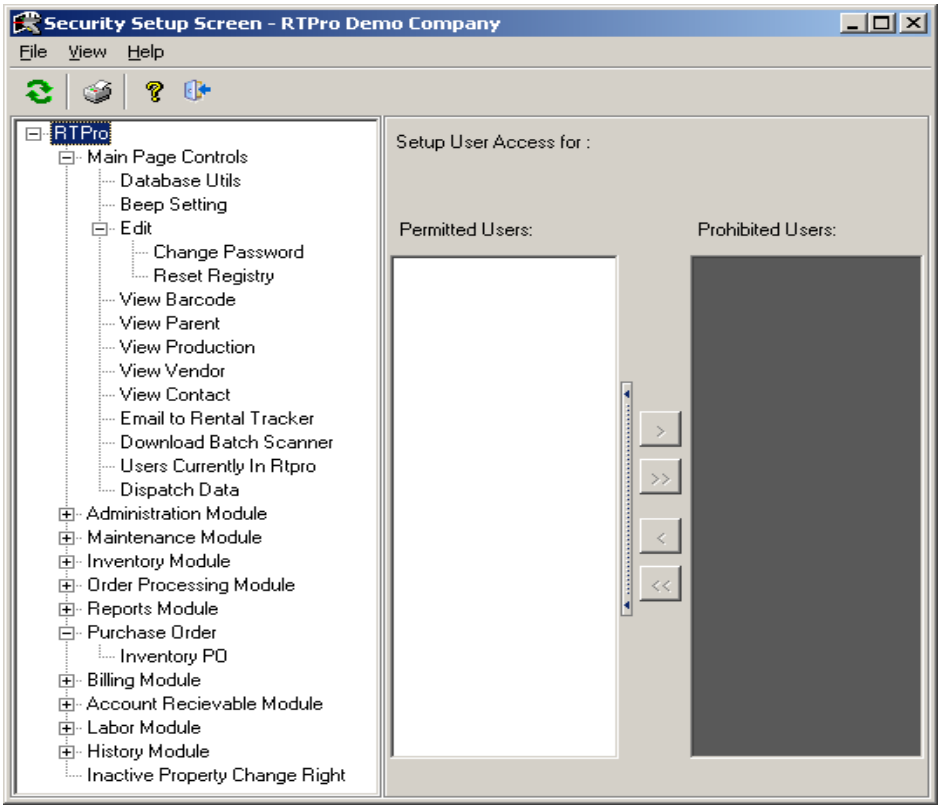
Overwrite All Security Settings
All the users security setting will be overwritten by one of the above selected options

Select the User/Profile
This is used when you have sleect to Copy Rights from another user or profile. If this is check marked and a selected user/profile is selected all the users security setting will be overwritten with the selected user/profiles settings.

There is an extra field in “Set Rights for User” that can give all defined rights for a user to the selected one.

Security Setup

Security is very important in protecting confidential information. Therefore, RTPro has a security module to block people from gaining access to specific sections of the program that they are not authorized to perform (i.e. changing the weekly rental rate of an inventory item). This section will detail how to adjust user security.



There are several layers of security checks. To view the details of the security tree click on the + within a listed module. The tree will expand. If a + sign is listed, there are more security lines under the heading. If there is a – sign, then there are no more security checks under the heading. On the right side of the screen, the system displays which users are permitted or prohibited from using the function.

To prohibit a user from using a feature

Click on the user's code on the Permitted area.
Next click on the > the user's name will be moved to the prohibited side.

To permit a user to use a feature

1. Click on the user's code on the Prohibited area.
2. Click on the < the user's name will be moved to the permitted side.

The >> moves all users listed on the permitted side to the prohibited side.
The << moves all users listed on the prohibited side to the permitted side.

Note: Use "Refresh the Tree" icon from the toolbar to clear the screen.

Printing out a security list

To print a report of all permissions, click on the printer icon. A list of users who have rights on certain screens of application will print.

Tables

Master

Master is the top level in customer group. Each master can include many parents, but it is not necessary for parents to have a master. You can add or edit on Master List screen. Enter the code and the description of the new Master.

Parent

Parent is the container of productions. Each production can have one parent, but it is not necessary.

In this screen, there is an option available to print mailing labels for all of the parent companies.

Managing Parent Company records

Parent records can be added by clicking on icon. To edit existing records you can double click on them or select record and click on icon. If you want to delete a parent record, you should ensure that the record was not used in productions otherwise, the system will not allow the deletion.

Create/Edit Parent Company record

There are two ways to create a new parent:
1. Click on the plus icon from the Parent List in Administration module.
2. Select “New Parent” option under “Parent” sub menu in “Order Processing Screen”. System will ask to confirm adding parent, select yes. After clicking on add or edit icons "Parent Entry Screen" will open. The following fields are available.

Parent Code

Parent Code is a unique code and will be assigned to a parent record. The code should be significant and easy for users to identify. Through the system, users will be able to sort and filter data based upon the Parent Code. This field is required.

Location

If company is multi location, this field will appear. This is the default location when adding productions to this parent. The field is optional. To setup Location, refer to the Location table in file maintenance section.

Note: Location field is available, if “Use multi location” feature is set in Setup Screen.

Production Type

This is the default production type when adding new productions to this parent. Choose the type of production from Lookup table.

Parent Name

This is the name of the parent company. This field is required.

Parent Address

These fields are the default address when adding a new production to this parent.

Phone

Enter phone number of the parent company here.

Fax

Enter fax number of the parent company here.

Email

Enter email address to contacting the parent company here.

Shipping Name and Address

These fields are the default shipment name and address when adding new production to this parent.

AR combined

Only applies if the Accounts Receivable module is used. If statements are to print across a parent and not necessarily a production, then the box should be checked.

Signed Terms & Conditions

This is a reference to use if the parent company has a signed document on file.

Notes

Any additional notes can be added to the parent.
If parent has notes on file then a red box will appear on right of screen showing there is a note.

The parent screen displays additional information. Information displayed is the Month to Date Revenue, Year to Date Revenue, and Cumulative Revenue. The revenue amounts are based upon all the productions for the parent. The calculations are from all the confirmed invoice charges, for all the productions for the parent. Also identified on the screen is the date of last activity for the parent.
Fill proper value for all other fields then press F10 or save button to save changes and exit.

Note: Other available fields will default over from Parent to the Production screen which will be discussed in the following section in more detail.

Production

Pr Production (Customer) is one of the major sections of application. All transactions, check in/out of inventory items will be done using production records. All orders and invoices will be created based on master, parent and (or) productions.
In Production List, you can see a list of all productions defined in application. They may be active, inactive or closed and their color will change based on legend above the screen.

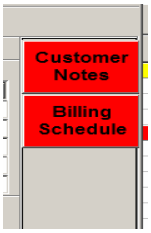
Option to print mailing list is also available here.

Managing Production records

Production records can be added by clicking on icon. To edit existing records you can double click on them or select record and click on icon. If you want to delete a production record, you should ensure that record was not used in orders or invoices.

This is the Billing Schedule function. RTPro is designed to create invoices for billable rental items on a weekly basis. See Billing Schedule for more details. If this production has a billing schedule, a red box on right of screen, will show that.

This is New Order Icon. See Create New Order for more details.
If there is a note for this production, a red box will appear in right of this screen named Production Notes.
If this production has parent notes, a red box for it will appear there too.
If production has Blanket Deposit, a red box on right of screen will appear.



Any additional notes can be added to the production. If production has notes on file then a red box will appear on right of screen showing there is a note.

Create/Edit Production record

There are two ways to create a new production:
1. Click on plus icon from the Production List in Administration module.
2. You can create a new production through the “Order Processing Screen”. In order to add a new production for a parent, first select a parent then use plus icon to create a production. System will ask to confirm creating Production, select yes. "Production Entry Screen" will open. The following fields are available.

Note: You can add a new production without selecting parent.

Parent

A parent company can be attached to the production company. The parent company can be entered in or selected from a drop down list. Within RTPro, a revenue report is available to run against a parent company.

Production Code

The production code is a 10-character code, which should be significant to identify the production title. Many reports and searching options throughout the program prompt for the production code.

Production Type

Production type identifies the type of a production. An example of a production type would be Feature, Commercial, TV, etc. The production type can be entered manually or selected from a drop down list. To setup production types refer to the file maintenance section. Revenue reports can be run against production types.

Location

If company is multi location, this field will appear. It is the default location for orders that are created for this production. To setup Location refer to the Location table in file maintenance section. This is not a required field.

Note: Location field is available, if "Use multi location" feature is set in Setup Screen.

Production Title

The production title is related to production code. This title should indicate the name or description of the production.

Billing Name & Billing Address

Billing name should represent where the invoices will be sent. This should be the production company. The billing name will come over from the parent company, but can be changed if different for the Production.

Phone

This should be the phone number of the production company.

Fax

This should be the fax number of the production company.

Email

This should be the email address used for contacting the production company.

Shipping Name & Shipping Address

Shipping Address indicates where the rentals and sale items will be sent to the production. The shipping name can be entered or selected from a drop down listing. To setup Shipping Name & Address refer to the shipping address table in file maintenance section. The shipping name and address does not need to be selected from the drop down. The shipping name will not validate.

Ship Method

This method should identify how the rentals and sale items will be sent to the production. The shipping method can be entered or selected from a drop down list. To setup ship methods refer to the file maintenance section. The ship method prints on various customer reports.

Return Method

This method should identify how the rentals and sale items will return to the production. The return method can be entered or selected from a drop down list. To setup return methods refer to the ship method table in file maintenance section. The return method prints on various customer reports.

Production Status

There are two different types of status for a production, Open and Closed. "Open status" of the production will allow new orders to create: rental & sale items to order, checked out and returned, and allows for billing.

If a production is marked by a "closed status" then the production must have all items returned and billing must be completed. When marking a production as "closed", the system will check over all the orders for the production and will give a message whether it can or cannot be closed. Once a production is marked as Closed, a process can be run in RTPro to move closed productions to history. When a production is moved to history then all the orders, rental & sales activity and billing, will be moved to history for that production. The information in history can be reviewed and restored to live area within the History module. Refer to the Administration module, month end closes section for details on moving productions & orders to history.

Payment Type

Payment Type should identify the typical way that the production will pay for invoices. The payment type will default over to orders when new orders are created. The payment type is validated against a table.

The payment type can be entered or selected from the table. To setup pay type refer to the Payment Type entry screen in file maintenance section. There are several reports that can be run against a payment type.

Certificate of Insurance Required

This box should be checked when the production company should have a certificate of insurance on file. There is an option in system setup to warn a user if an insurance policy has expired. If this box is check-marked and certificate has not been entered or has expired, user will be warned. A management report can also be run.

Insurance Company

This is the name of the insurance company which provides an insurance policy and guarantees created production.

Expiration

The insurance policy will expire on this date. A date can be entered or selected from drop-down calendar.

Amount

This is the amount of the insurance policy or the deductible.

Policy

This field is allocated for the insurance policy number.

Salesperson

This person gets credit for orders in your company. A revenue report is available by salesperson. The salesperson will default over from the production to a new order. It is a required field in Order Header if Salesperson is set in system setup. Enter the Salesperson from the lookup table.

PO Required

If a purchase order is required for orders attached to the production, then this box should be check-marked. When an order has been created, a warning will display if a PO is required. Management reports are also available to indicate orders with no purchase order.

Restocking%

If you shop is charging customers a restocking fee, this field keeps a percentage of the price that customer will be charged when returning this item. There is also a restocking percentage on the customer level. The customer level will over write the percentage at the system setup level.

Managing Department

This is a managing department code based on a defined department code. A managing department is the department which is responsible for the Production.

Daily/Weekly

When rentals are ordered, they will be calculated on a daily or weekly rate. When creating a new order the value will default over to the order.

Upload Include

This field is a default value for export of invoices and determines whether the invoice of this production should export. This feature is available for exporting invoices to “ACCPack” and “Quick Books”. To setup your RTPro system to export invoices refer to the Use Upload in Invoice tab of setup.

Days per Week

This is the number of days that user will charge for a week. The days per week will default over to Order Header and “Rental Order Entry Screen”.

Rental Disc%

The rental discount is a percentage value. There is no need for a decimal point; a 10% discount should enter as 10. The discount will default over to the “Rental Order Entry Screen” if rental items are marked as discountable in the equipment code’s setup.

Sales Disc%

The sales discount is a percentage value. There is no need for a decimal point; a 10% discount should enter as 10. The discount will default over to the “Sales Order Entry Screen”.

Rental List Price Markup%

By entering any values, Rental list prices will be marked up by percentage. List prices will increase by this percentage.

Tax Type
A tax type can be entered or selected from Tax Codes. To setup the Tax Type refer to Tax entry screen in file maintenance menu. When creating a new order the tax type value will default over to the order.

Billing Contact
The accounting contact should be entered in this field. The billing contact will default over to any new order which is created.

Billing Contact Information
This is a default value for contact information in billing contact information. Information such as phone and fax numbers, additional contact names can be entered here.

Customer Contact
This is the responsible person for this production. An example of the customer contact would be the best boy, grip, or gaffer. The customer contact must exist on the customer contact table. To select a customer contact, click on the drop down list. If the contact does not exist, user can add contact from the contact listing.

Note: You may also add or view customer contact through the Main menu. Select "Contact" under View menu or press on its icon in the toolbar.

Credit Approved
Checkmark this checkbox if production is credit approved. If RTPro Accounts Receivable module is used, credit approved will be used to determine if credit has expired or if the production is over their limit. If the Accounts Receivable module is not used then there is no logic behind this field. It would be strictly a reference and can display on a production listing.

Credit Thru
Expiration date if credit approved.

Credit Limit
Maximum credit this production can have unpaid (Dollar amount of credit limit). RTPro will check the available credit if the Accounts Receivable module is used. RTPro takes into consideration the credit limit and deducts the unpaid invoices.

Credit Hold
If credit is used, check marking this option will hold credit across the production. These productions will be shown in red within the production list.

Signed Terms & Conditions
This is a reference to use if the production company has a signed document on file.

Expected Wrap Date
Production will wrap on this date. This is useful for referencing date that a production should be close.

Terms
The term indicates when the invoice should pay. An example would be Net 15, Net 30. The terms validate against a table and can be entered in, or selected from the table. The terms default over when a new invoice is created. To setup Terms refer to Terms list in file maintenance menu.

Note: At the bottom of the production entry screen the creation date, created by, last revised date, last revised by and the last activity date is noted. The last activity date is updated when a new order is created and when invoices are created.

Current PO

Users can enter in a PO in this field. This PO will default over to new orders.

Production Contact Screen

This screen will list the contact information of persons who are responsible for the production. Select the screen under Setup/List menu from Production Entry Screen.

Attachment List

This option allows files to be attached to an order, for example, a picture, a signed agreement, or perhaps a certificate of insurance document. The Attachment List screen consists of three parts; Scan File, which allows you to attach files using scanner, Browse File section and Attachment list that shows the attached files. Attached files can be opened or deleted using right click menu.

Note: This screen is also accessible through the Order Header Screen.

Vendor

Vendor is the person or company that items are purchased from or subrented.
In Vendor List, you can see a list of all Vendors defined in application. They may be active or inactive.

Use this button to print mailing list labels for all vendors.

You may view the catalog of rental equipment for the selected vendor in Vendor Rental Catalog Screen.

You may view the catalog of the sales stock number for the selected vendor in Vendor Sales Catalog Screen.

Managing Vendor records

Vendor records can be added by clicking on icon. To edit Existing records you can double click on them or select record and click on icon. If you want to delete a vendor record, you should ensure Vendor record did not use in Inventory Items.

Create/Edit Vendor record

After clicking add or edit icons, "Vendor Entry Screen" will open. The following fields are available.

Note: Vendor List is also accessible from the Main menu under View sub menu.

Location

If your company is multi-location, this field will be available. This is the location that is registering this vendor. This is not a required field.

Vendor Code

The Vendor code is a 10-character code, which should be meaningful to identify the vendor title. Many reports and searching options throughout the program prompt for the vendor code.

Vendor Name

This is brief description or name of vendor.

Contact Name and Address

This is address and contact information of vendor itself or its contact person.

Tax Id

This is Tax Id of vendor.

Tax Type

A tax type can be entered or selected from Tax Lookup table. To setup the Tax Type refer to Tax entry screen in File Maintenance menu. The tax type will default over to the Subrental Vendor POs

Days per Week

This value is used as default value for calculating rental prices of items sub rented from this vendor.

Rental Discount

This value is used as default value for calculating rental discounts of items sub rented from this vendor.

Sales Discount

This value is used as default value for calculating rental discounts of items bought from this vendor.

Terms

When a new Sub rental PO is created, and if the Vendor is selected, program brings in the Vendor's Terms to the Sub rental PO's Terms.

Daily/Weekly
When a new record is added to the Subrental Rental Order Entry, using any method of Subrental entries, the system will default over the vendor daily/weekly value into the Subrental daily/weekly. And, if the vendor daily/weekly is blank, then the program will use the one from order header daily/weekly.

Notes
Enter a Brief Note about this vendor here.

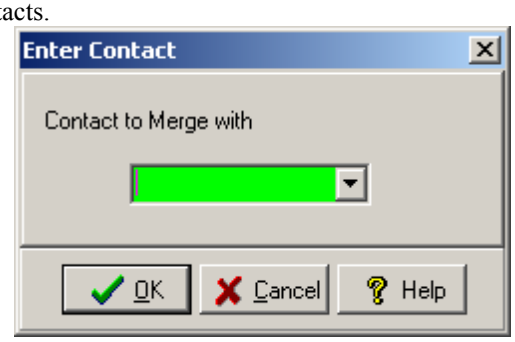
Inactive
A vendor can be made inactive. If marked inactive the vendor will no longer be available to be used when entering in subrentals.

Contact

Contact record contains the personal information of the individual. is the address information of person or office that is responsible for Parent, Production, Order and Invoice …
In Contact List, you can see a list of all Contacts entered into the application. They may be active or inactive.

Use this button to print mailing list labels for all Contacts.

Merging Contact records
At times contact are double entered into the system because of a mistake. There is the option to merge contacts so that there are not duplicates. To do this right click on the contact you wish to get rid of, select merge contact, select the contact you want to merge to. An record will be written to the exception file noting the merge, date and time and the user who did it.
Note: Please pay attention, when you merge two contacts, once merged, the first contact code will be deleted and all the historical information will be transferred to the contact selected. Use caution when using this tool as there is non reversal after the merge.



Managing Contact records

Contact records can be added by clicking on icon. To edit Existing records you can double click on them or select record and click on icon. If you want to delete a Contact record, you should ensure Contact record was not used.

Create/Edit Contact record
After clicking add or edit icons, "Contact Entry Screen" will open. The following fields are available.

Location
If your company is multi-location, this field will be available. This limits the access of using this contact for users which have access to the location. This field is not required.

Contact Code
The Contact code is a 10-character code, which should be meaningful to identify the Contact name. Many reports and searching options throughout the program prompt for the Contact code.

Contact Name
This is brief description or name of contact.

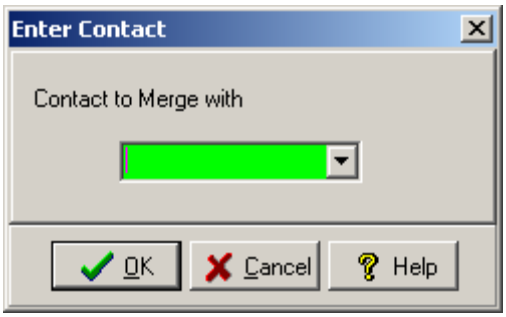
Contact Name and Address
These fields contain address information of contact.

Notes
Enter a Brief Note about this contact here.

Merge Contact

A function is available to merge different contacts together. This function is helpful when you have duplicate contacts with same information in RTPro.

Note: Please pay attention, when you merge two contacts, once merged, the first contact code will be deleted and all the historical information will be transferred to the contact selected. Use caution when using this tool as there is non reversal after the merge.



Sales Person

S "Sales Person" is a person who is responsible for the orders and invoices in your company.
In List, you can see all Sales Persons registered in application.

Managing Sales Person records

Sales Person records can add by clicking on + icon. To edit Existing records you can double click on them or select record and click on ▲ icon. If you want to delete a Sales Person record, you should ensure Sales Person record was not used.

Create/Edit Sales Person record

After clicking add or edit icons, "Contact Entry Screen" will open. The following fields are available.

Sales Person Code

The Sales Person code is a 10-character code, which should be meaningful to identify the Sales Person. Some reports in the program use Sales Person code.

Sales Person Name

This is brief description or name of Sales Person.

Fax

This field contains Fax number of Sales Person.

Notes

Enter a Brief Note about this Sales Person here.

Exclude

If checked, users will not be able to select inactive salesmans in lookups.

Billing Schedule

RTPro is designed to create an invoice for billable rental items on a weekly basis. Variations to standard weekly invoicing can be designed by setting up a billing schedule. For example, you may want to create one invoice per week or perhaps every fourth week with a 50% discount. Use the billing schedule to define these billing periods so that certain reports and invoicing procedures will prompt billing periods for the order according to your schedule and amounts rather than the weekly default settings.
A Billing Schedule can create from an order for that order. However, if a billing schedule is to be used on a regular basis, a template can be designed so that a billing schedule may be quickly and easily created for additional orders. To do that, you must first create a Billing Schedule Code and then create the template in Billing Schedule Setup. Both of these are covered below, using the following example for an order that has rentals totaling $1000.00:

For the “RTPro Show”, the order will bill as follows:
Week 1 will be billed at full price: $1000.00
Week 2 will be billed at a 25% discount: $750.00
Week 3 will be billed at a 50% discount: $500.00
All subsequent weeks are also billed at 50% until the order returns.

Billing Schedule Templates

Creating a template

In order to create a Billing Schedule Template, Billing Schedule Codes should be created first (See above).

Code

Use the dropdown arrow to choose a code from the Billing Schedule Code table.

Weeks

This is the number of weeks that will be billed for the cycle.

Discount Percentage

This is the discount percentage to apply to the specified cycle. If a discount should apply to a rental or charges, enter discount here. The discount will apply when billing the order. The discount does not affect the "Rental Order Entry Screen".

Cycle

This is billing cycle period. There can be no gaps within the cycle numbers for a given billing schedule. Start at one and add one for each cycle necessary.
In the following example, the Code "RTPRO" should add three times.

Code	Weeks	Discount Percentage	Cycle
RTPRO	1		1
RTPRO	1	25%	2
RTPRO	1	50%	3

At both the production level and order level, a billing schedule can be added from the template. Simply enter the code where prompted. The date fields will populate according to the order and template criteria, while the rest of the fields will populate with the data from the template. These fields can be edited and additional cycles can be added by clicking on the add button. However, because the Stop/Loop and Cycle fields cannot edit, consideration should be given to how many additional cycles might affect the schedule.

Billing Schedule Codes

There should be a billing code labeled DEFAULT. This system schedule will prompt the order to invoice every week. Additional Codes can be defined to identify the different types of billing schedules and used to create billing templates. When billing schedule code has been created the following fields are prompted, (the examples are from the above scenario):

Code

This is the code, which will identify the billing schedule. Use a label of your choosing such as MONTHLY, STUDENT or EMPLOYEE that will differentiate one type from another (e.g. RTPRO).

Description

This is the full description of the billing schedule. (Example: RTPro Show)

Billing Schedule Action

The field handles how to continue with billing an order. Possible choices are Loop or Stop.
Loop means to repeat the billing schedule as long as there are charges due for the billing period. If value is Stop then no rental charges will calculate after the specified cycle #.

Cycle

A Billing Schedule Template (see below) is made of one or more billing periods called cycles, and each cycle is assigned a number. This field relates to the Billing Schedule Action. Enter here the cycle # in which the Loop or Stop Action will take affect. (Example: Cycle #3 means after the third week, the order would "loop" back to week three and continue to bill at 50% discount. If #3 is entered and the action was Stop, the order should not invoice after the third week).

When the billing codes are created, you will need to setup the actual billing schedule templates. These templates can apply to orders for billing.

Move

Move Order to another Production

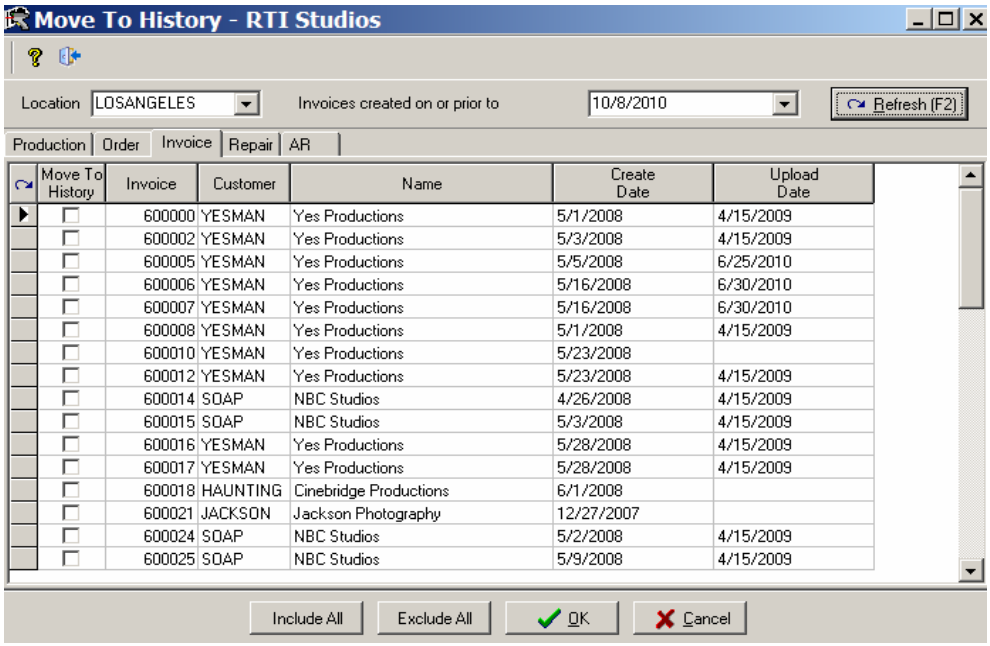
This option allows moving entire order to another production. Only orders, which do not have an invoice, can move. If an order is moved, entire rental transactions will also move. The system will prompt for order number and destination Production. This function is helpful when orders accidentally are created under the wrong production.

Move Production to another Parent

This option allows moving entire production to another parent. Productions can move at any time. If a production is moved, all rental orders, invoices, deposits, Purchase Orders and rental transactions also will move. The system will prompt for production code and destination parent.

Move to History

To keep the program running fast, certain groups of information like Productions, Orders, Invoices, Repairs and Payments that are closed can be moved to history area. Enter company location and the as of date, then press Refresh button. All items with their last activities will be listed. Check mark "Move To History" Column for each item individually or press "Include All" to select all items and press Ok to move items to history. Individual tables can be moved by clicking on the tab, Production, Order, Invice, Repair or AR, entering in the date and hitting refresh. Records can be included in the move or excluded in the move to history.



Move To History	Invoice	Customer	Name	Create Date	Upload Date
☐	600000	YESMAN	Yes Productions	5/1/2008	4/15/2009
☐	600002	YESMAN	Yes Productions	5/3/2008	4/15/2009
☐	600005	YESMAN	Yes Productions	5/5/2008	6/25/2010
☐	600006	YESMAN	Yes Productions	5/16/2008	6/30/2010
☐	600007	YESMAN	Yes Productions	5/16/2008	6/30/2010
☐	600008	YESMAN	Yes Productions	5/1/2008	4/15/2009
☐	600010	YESMAN	Yes Productions	5/23/2008	
☐	600012	YESMAN	Yes Productions	5/23/2008	4/15/2009
☐	600014	SOAP	NBC Studios	4/26/2008	4/15/2009
☐	600015	SOAP	NBC Studios	5/3/2008	4/15/2009
☐	600016	YESMAN	Yes Productions	5/28/2008	4/15/2009
☐	600017	YESMAN	Yes Productions	5/28/2008	4/15/2009
☐	600018	HAUNTING	Cinebridge Productions	6/1/2008	
☐	600021	JACKSON	Jackson Photography	12/27/2007	
☐	600024	SOAP	NBC Studios	5/2/2008	4/15/2009
☐	600025	SOAP	NBC Studios	5/9/2008	4/15/2009

Month End Close

This option will update the system setup 'Last Month End Close' Date. Once updated certain transactions could no longer be back dated prior to the date. Transactions such as Invoice creation, AR payments, checkouts and checkins.

Chapter

4

File Maintenance

In This Chapter:

Introduction to File Maintenance
Inventory Menu
Order Processing Menu
Billing/AR Menu
General Menu
Utilities Menu

Introduction to File Maintenance

In order to begin entering data into RTPro, validation description tables must be setup in advance. It is essential that these tables be setup because they will be used for validation on many information screens. It is better that the descriptions be meaningful to you and your customers. In addition, the tables can be used to provide a guideline for data entry staff.

Below is the File Maintenance Menu and toolbar. These visual icons are a shortcut to some of the tables.

Table and functionality consistencies

CODES

Through the system codes are always alphanumeric and 10 characters in length. Codes should be significant when created. The code is only for internal purposes and does not printout on any customer reports, with the exception of the equipment code table.

DESCRIPTIONS

Descriptions are always 30 characters in length. The description prints on customer reports. To add, edit and delete records from a table refer to Common Functions.

Inventory Menu

Location Table

This table should contain the warehouse locations. This table used for handling multi-location warehouses. The multiple location functionality allows segregating and reporting data and access across order, vendors, invoices, equipment and more. Each location operates in many ways separate from each location. Data can be filtered and reported based upon the locations. A revenue report is available to filter out the revenue generated by location.

Note: By double clicking on each location or pressing edit button, the Location Detail Screen will appear. You will be able to add a new location or edit an existing location that is already defined through the system.

The Location Table consists of Code, Description, Name, Address, Phone, Fax, Currency and other fields which are explained as follow:

Barcode Fixed Length Size

When a company needs to define a length size for their barcodes, this feature may facilitate to implement the process. For instance, you may define barcode length for LA as 8 digits and for NY as 10.

Barcode Auto Populate Prefix

By this feature, system will automatically populate a desired prefix for your barcodes. For instance, when a company wants to have barcodes with different prefixes in different locations, they should define the prefix of barcoded items in the following field.

Local Data Path for Remote Users

RTPro has ability to save some specific files for users that might be connected to the server remotely. Local Data Path is the path of directory where these files can be saved on the client's computers.

Save Revisions

If the checkbox is checked, orders belonging to the location will save revision into the Revision Path.

Revision Path

This is a directory path where the revisions are stored.

Footers

A different footer can be used on a Quote, Checkout, Pull List, Checkin, Repair Ticket, Sales Return and Invoice for each location. When a report is printed the program allows a footer to be selected. Default

footer can be setup on the location level and if the location level has no default footer, the footer that is assigned in system setup will be used.

Header Files

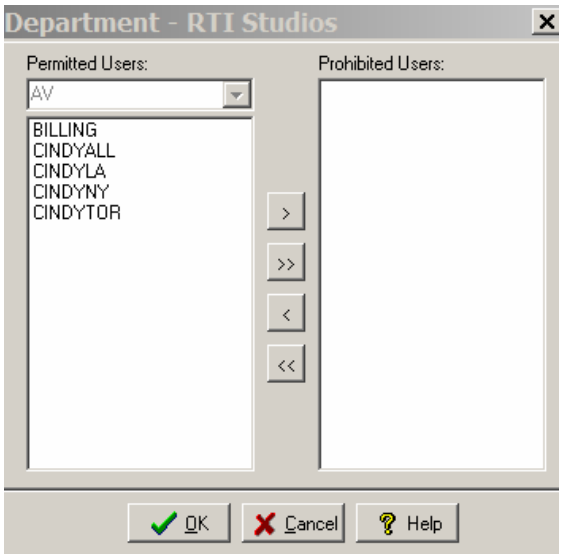
A Customized header can be created for the locations and linked to the Quote, Checkout Sheet (Contract), Checkin Sheet, Invoice and Current Weekly Contract.

Department Table

This table could be designed to define the main types of items within the system. The values for this table will never printout on customer reports. These values are strictly used within the department, to guide the user to make appropriate choices. The table could be setup as the Main Category. Examples would be Grip, Distribution, Generators, Lighting, Audio, Video, etc. Department Table is available when clicking on its icon from the toolbar or selecting Department from Inventory dropdown list.
The Department Table consists of two fields, Code and Description.

Note: Users must be assigned access to departments. When entering a new department no users will have access.

To assign rights click on the . A list of Permitted and Prohibited Users will appear. You can then move the users to the permitted side.



Rental Category Table

RTPro allows creating categories which can be linked to departments. Equipment codes can then be attached to the rental categories.
Examples would be Globes, Cables, Televisions, Gel Frames, Ballast, Projectors, Lens, etc.
The Rental Category table is editable. To add and edit the table, select Rental Category from Inventory menu. This table is constructed from the following fields:

GL Account

The GL account for the category will default to an equipment code record when an equipment code record is added to the system. The GL account determines what "revenue bucket rental charges" should go for this particular category. GL Account field can be selected from the General Ledger Lookup table.

Sort Order

You may want equipment to printout in a certain order on customer reports. The sort order allows for this. The equipment will printout in the Rental Category sort order.

Print Subtotal

If you want to separate the total of each category on customer reports you should check this box.

Department

This field links the rental category to a specific department. This is handy for a user when equipm is being ordered. The user will be able to filter equipment codes by department and rental category.

Sales Category Table

The sales category table helps identify the grouping of sales items. An example would be globes, gels, tools. The Sales Category Entry Screen is an editable screen. To access this page, select Rental Category from Inventory menu.

GL Account

The GL account for this category will default to the Sales Inventory Detail Screen when a Category is selected. The GL account determines what "revenue bucket sales charges" should go to for this particular category. GL Account field can be selected from the General Ledger Lookup table.

Sort Order

This number affects on sales output sheets and sorts the list by the order that you enter, for example in sales checkout sheet.

Print Subtotal

If you want to separate total of each category and view it in sales quote sheet, you can check this box.

Department

This field shows the department of sales items. Department field can be selected from the Department Lookup table.

Depreciation Table

Depreciation is an allocation of the cost of tangible property over its estimated useful life in a systematic and rational manner. This table may contain all the depreciation types. Examples of depreciation would be Straight Line or MCRS. This table is available if system setup to use Depreciation (See System Setup in chapter 2 for more information).

Life (Months)

This is the life of depreciation. The life must be entered in months.

Depreciation Method

The Depreciation method should describe the method of depreciation. Depreciation Methods are usually the Straight Line or Double Declining balance method. The straight line depreciation method is the simplest and most commonly method used for depreciation.

Rental Tracker currently has no logic to calculate the depreciation. This is schedule for a future release.

Retired Reason Table

This table contains retired reasons. As inventory gets retired the user may associate a retired item to a specific reason. Examples of retired reasons would be Missing, Destroyed beyond repair, or Parted Out.

Repair Type Table

This table contains the repair types. As items get damaged and go into repair the user may associate the item to a repair type. Examples of repair types would be Scheduled Maintenance, Burnt out, In-house.

Owner Table

This table contains a list of owners having equipment tracked in your warehouse. The Owner selection is available from Inventory entry screen.

Order Processing Menu

Production Type Table

This table is an important table in RTPro. It allows identifying the types of productions/customers your shop services. Examples of Production Types are Features, Commercials, Video and Employee. There are reports, such as Revenue and Estimated Revenue Reports that can be ran by production type to track the types of business you are doing. To access this table, use Order Processing dropdown menu and select Production Type.

Ship Method Table

This table consists of a code and description. The table should store ship and return methods. Examples would be Fedex, Will Call, Our Trucks, etc. The ship method is used in Production and Order header screens.

Shipping Address Table

This table stores shipping locations. The table consists of a code, shipping name and address, (refer to chapter 3). The shipping address can be used in production and order header screen. This comes in handy when equipment is repeatedly shipped to the same location.

Project Table

The project table can store different projects that your shop would like to track. An example would be the Summer Olympics or Winter Olympics. The reason why you might want to setup a project is perhaps several production companies are working on the same project and you would like to know the revenue that is generated by the entire project. Available is a Revenue Generated by Project Report. The table contains of a Code, Description and the Start Date of project. This table is available from Order Processing dropdown list. The Project is used in Order Header Screen and Invoice Header Screen.

Job Component Table

The job component table stores codes for Jobs that your shop would like to track. The table contains a Code and Description. An example would be the Theatre Lighting. You may find this table when pressing Job Component from Order Processing dropdown list. This Code is used in Order Headers Screen.

Billing/AR Menu

Pay Type Table

This table should store all the valid types of payments. The table consists of a code and description. Examples of payment types would be Cash, Company Check, COD, and Credit Card. When productions entered into the system, the payment type is prompted. The payment type is rolled over from the production to the order header and to the invoice header.

General Ledger Table

The General Ledger table stores the chart of accounts, which enables you to track the revenue for each type of income. The table consists of a code, description and Mas90. Examples of General Ledger Accounts are Rentals, Sales, Tax, Shipping, Loss, Damages, etc. To access this table, you can press General Ledger icon by the toolbar menu or select it from Billing/AR dropdown list.

Tax Table

Multiple Tax Rates are supported to be setup in RTPro. The fields on the Tax Type table are:

Rental Rate
Rental Rate is the tax rate for rentals. The tax rate will apply to the rental charges if the rental item is setup as taxable.

Sales Rate
Sales Rate is the tax rate for sales. The tax rate will apply to the sales charges. The tax rate will apply to the sales charges if the sales item is setup as taxable.

Ship Rate
Ship Rate is the tax rate for shipping. The tax rate will apply to the shipping charges.

Labor Rate
Labor Rate is the tax rate for labor. The tax rate will apply to the labor charges.

Space Rate
Space Rate is the tax rate for sales. The tax rate will apply to the space charges.

Rental Rate 2
Rental Rate 2 is for countries that support double rental tax rate, such as GST and PST. The tax rate will apply to the rental charges if the rental item is setup as taxable.

Sales Rate 2
Sales Rate 2 is for countries that support double sales tax rate, such as GST and PST. The tax rate will apply to the sales charges if the sales item is setup as taxable.

Ship Rate 2
Ship Rate 2 is for countries that support double shipping tax rate.

Labor Rate 2
Labor Rate 2 is for countries that support double labor tax rate.

Space Rate 2
Space Rate 2 is for countries that support double space tax rate.

Rental Tax on Tax
If tax rate 2 should be applied after the rental tax amount from tax one has been added to the rental charges.

Sales Tax on Tax
If tax rate 2 should applied after the sales tax amount from tax one added to the sale charges.

Tax1 Label & Tax2 Label
Some countries such as Canada have two types of taxes and specific naming for the taxes. The naming of the tax label can be customized to your country tax type. The tax labels appears on customer reports and management reports.

Examples of tax rates are:

Code	Rental Rate	Sales Rate	Ship Rate	Labor Rate	Space Rate	Rental Rate 2	Sales Rate 2	Ship Rate 2	Labor Rate 2	Space Rate 2	Rental TaxOnTax	Sales TaxOnTax	Tax1 Label	Tax2 Label
EXEMPT											☐	☐		
LA	5	5	5	4	4	7	7	7	6	6	☐	☐		
MBGST	5	5	5								☐	☐	GST	
NC						7	7	7			☐	☐	GST	PST

Terms Table

The term indicates when the invoice should pay. An example would be Net 15; Net 30.The table consists of a code, description, Due Days, Discount Days and Discount Pct.

Due Days

This is the number of days that your customer has to pay for their invoices.

Discount Days
Represent the number of days that your shop will honor a discount to the customer if the invoice is paid within the discount days.

Discount Pct
This is the discount percent which will be given if the customer pays the invoice within the discount days.

Currency Table

This table stores the different type of currencies. The table contains a Code, Description and Currency Position. This table is available if the system is setup to use multi currencies. (See System Setup in chapter 2 for more information).

General Menu

All options under utilities should be used under Rental Tracker Staff assistance.

Macro Table

There are two fields on the macro setup table, key and text. Macros are used within the free form description field on the equipment code screen and the comments field on the inventory screen. When a macro is typed in the Notes field, the system will replace the macro with the substitute text of the macro. Macros can be helpful to maintain consistency. Examples of macros are:

Key	Text
WC	With Cable
NOC	No Cable Included

Anytime a user types in the key followed by a space on the notes field the system will replace with the text. This helps with misspelling and inconsistencies on data entry.

Footer

The purpose of this table is to store report footers names and text that are used to print on specific reports. This table allows you to have separate footers for different reports. Users are able to Add/Edit and Delete records. The table consists of a code, description, location, body and an option, which allows you to split the text of footer.

Body

Body is a free-form text area with edit capabilities like choosing font, font size, and paragraph alignment. The text entered (ex. Terms and Conditions) will print, for example, on the bottom of a quote sheet.

Note: We recommend not using tab characters in the body.

Note: Some Table field names may be entered in the text body. Their value will be used instead of their names when printing reports. Contact Rental Tracker Support for more details.

Utilities Menu

Delete Previews

This item will delete all Previews bills that you have in your system (For more information, refer to chapter 7).

Chapter

5

Inventory

In This Chapter:

Equipment Table
Rental Kit List
Rental Inventory
Rental Availability
Add Barcoded Items
Add Noncoded Items
Sales Inventory
Sales Inventory Transactions
Sales Availability
Sales PO List
Retired Inventory
Repairs
Physical Inventory
Rental Physical Inventory
Review and Update Inventory
Update Prices
Enter New Rental Prices
Enter New Sales Prices
Rollover New Rental Prices
Rollover New Sales Prices

Inventory Module

In the Inventory Module, databases are created and maintained to keep track of each type of equipment in inventory, as well as the individual pieces of inventory. In this module, you will find the tables for the Equipment Codes and the Kits. Barcoded and Noncoded items can be added and the information for individual items can be viewed and changed. The Availability screen can be accessed from this module, as well as the Retirement and Service screens. Repair management is included in this module too. There is also a table for sales stock numbers, and screens to add sales stock to inventory and check sales availability. Finally, you can conduct a physical inventory and update your prices with features from this module.

Rental Menu

Equipment Table

This table contains all the types of equipment your shop rents. Equipment ~~record~~ should be created for all rental inventory equipment.

From the Rental menu select Equipment Table or click on the Equipment Table icon .
This will open Equipment Screen where you may add, edit or delete records for any type of equipment in inventory.
To show a range of equipment in Equipment screen, this page can be filtered according to different levels, such as Department, Category, Equipment Code, etc. This will be useful when a large amount of equipment exist in list, which listing all of them may slowdown the application. After applying appropriate filter, press F2 or Refresh Button. Through this screen, equipment can be added or edited.

Rental Equipment Entry

To add new equipment, from the Equipment Screen, click on the (+) icon in the toolbar section then Rental Equipment Entry Screen will appear. The definition of any equipment can be edited in this screen.

Note: Value for General Ledger Account, Department, Category, and Depreciation fields should select from existing values. Also, new codes can be added to these tables. From their dialog boxes press plus button and fill the required fields. You can do this from File Maintenance Module before adding rental equipment Items.
The Equipment Code and the General Ledger Account fields are the only required fields in the Equipment Code table.

Department

If your shop is divided into departments based on physical layout or job duties, the equipment layout can be designed to match. Many reports like "Pull Sheet for an order" can be sorted by the department. This would allow you to separate an order and divide the work among the appropriate staff. The Department also may specify a group of equipment for items (see Start the Physical Inventory Process, later in this chapter).

To assign a Department to equipment, it must select from Department table. You can type Department Code or click drop down arrow to choose department code from Lookup list.

Category

If you wish to provide a cost breakdown for the different groups of equipment on a quote or an invoice, use the Category to group the equipment. For example, if Category used, you could see a list of all of the Electronics and the rental cost of them, followed by the cost of all of the Cables and their rental cost. The two subtotals would add together for the total cost of the order. As with the Department, you may also conduct your physical inventory counts by Category (see Start the Physical Inventory Process, later in this chapter).
If equipment is associated with a Category, you may type Category code or choose it from Rental Category Lookup list by clicking drop down arrow.

Equipment Code

This is a required field and should be unique and up to 10 alphanumeric characters. This Equipment Code identifies each type of equipment in system and used as the first sort order for many of the screens, grid listings and reports in application. Much thought should be considered when designing the equipment code table.

Before beginning to input rental equipment, it is recommended you review your shop's price catalogue, inventory list or similar report and equipment codes assigned to all types of equipment in inventory. This way, you can assure most of the equipment in inventory will be assigned a code and will aide in grouping same items together. Grouping similar types together is useful to quickly finding the desired code when conducting a search for review or input, whether on a report or a screen. For example, you may give all of the lighting equipment a code range between 20000 and 30000, while all of camera equipment is given numbers in range of 30001 to 40000. Alternatively, all of the Microphones may have codes starting with the letter "M". It is not so important how group types together, but once ranges are established, layout is consistent and they can be maintained. For example, an "Acme 2000 Watt Widget" might group with all of the Acme equipment, or it may easily be found with all of the other 2000-Watt Widgets. It does not matter so much which way as it does to pick one layout method and stick with it.

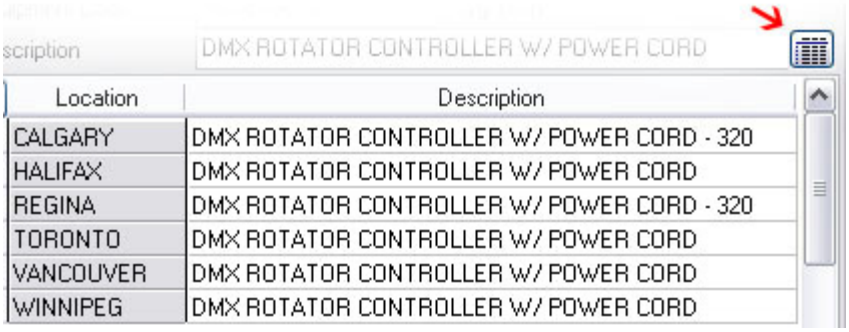
It is also recommended that you leave gaps between Equipment Codes so there will be room to add new equipment codes within ranges.

Description

This field is required and is the description of equipment. The description can be up to 50-characters of all acceptable letters, numbers and symbols. Because the equipment can also be searched by description, great attention should also be given to being consistent with the description. For example, the "Acme 2000 Watt Widget" would be found with all of the other Acme equipment in which the description began with the word "Acme". However, by changing the description to "Widget – Acme 2000 Watt", it would be found with all of the other equipment types that began with the word "Widget." As with the Equipment Codes, it does not matter so much which way as it does to pick one layout method and stick with it.

It is recommended when entering the descriptions to be consistent with upper and lower cases, punctuation, abbreviations, etc. in order to give a more professional "look" to all documents and screens.

If you select Multi Location Equipment Description in setup, you may add description for this equipment for each location. To do this click on button, a list of locations will appear and description for each location can be entered.



Daily

In the Daily field, enter the price that equipment will be charged on a daily basis. If your company is multi location, enter the price in the daily column for each location then Rental Tracker will calculate daily price based on the number of days per week to bill as indicated on the quote or invoice.

Weekly

Rental Tracker is also able to calculate pricing on a weekly basis. A price entered in the Weekly field is the amount that this equipment would bill every seven days.

For example if a type of equipment rents for a daily price of $400.00, the customer would be charged $400.00 if the equipment is rented for one day, $800.00 for two days, $1,200.00 for three days and so on up to the number of days per week to be billed. However, if a piece of equipment rents for a weekly price

of $1,200.00, that is the price the customer would be charged whether he rented the equipment for one day or seven days.

Replacement Cost

Rental Tracker allows you to keep the current prices of each equipment type. This is not the price of any individual piece of equipment that has been purchased, but rather the price that it would cost to replace the equipment if it had to be replaced today. The Replacement Cost field is the price that the equipment would cost today if additional pieces should be purchased too.

Replacement Price

The Replacement Price field is essentially the list price of the equipment. This information might come from the suggested list price in a vendor's catalogue. Alternatively, maintain your own pricing system by marking up the replacement cost.

Many reports and functions are using replacement cost and price, although it is not required to maintain their values. By entering and maintaining this information, you can save time by not having to look up the prices each time they are needed. For example, RTPro uses the Replacement Price to determine the value of an order, a useful tool for determining insurance needs or when a piece of equipment is missing from an order, an invoice can be generated using the Replacement Price.

If your company is multi location or multi currency, you, you will see a list of prices for each location and prices instead of Daily, Weekly, Replacement cost and Replacement Price. This list shows available currency and location codes. You can click to open list in full screen mode.

GL Account

The default value of this field will come from Category table if a Category has been chosen for this equipment. Otherwise, enter the GL Account code by typing account code or selecting it from General Ledger Lookup screen by clicking drop down arrow.

Although the same GL Income account may be used on all equipment codes, this feature allows the rental income to divide among groups of equipment. For example, all equipment codes belonging to a particular department or category could have its own code, while a range of codes belonging to a different department or category could have a different code. Thus, the rental income posted to the GL would be broken down accordingly.

Cases

For types of equipment that permanently resides in a travel case, enter a quantity in this field. RTPro will then tally the number of cases on an order and list them on the contract. As a rule, this field should only used for a type of item that is shipped in the case, works in the case and returns in the case. Create separate e-codes for shipping cases that hold more than one item, or different types of items.

Weight

Enter the weight of the type of equipment in this field. On the Value Sheet, RTPro calculates the weight of all of the items and provides the total weight of the order. Use this figure as an aid to filling out shipping forms and determining your shipping needs.

Volume

Enter the size of the type of equipment in this field.

Country of Origin

Enter the country from where you ship your equipment to your customers.

Commodity

Commodity is the material that the equipment is made of.

Depreciation Book Method

Each equipment code may be assigned a method of depreciation. If equipment is assigned a Depreciation method, it must come from the Depreciation table. Enter the depreciation code for either the **BOOK METHOD** or the **TAX METHOD** or use the drop down arrow to choose a code from the Depreciation Lookup.

Notes

In this section, enter information specific to equipment code that may be of help as a point of easy reference or operational instruction. Suggestions include manufacturer or vendor information (such as phone numbers or part numbers), power requirements, or historical information.

Simple notes may be entered and edited from the Notes box on the Rental Equipment Entry Screen. For more detail notes and layout, including the user, date and time use the standard RTPro notes screen. From the View dropdown at the top of the screen, click on notes, or click on the Notes icon.

If company is multi location and system is set up to use multi location function, in the Administration module, a list next to the Note section will appear and display quantity of this item per location.

If Application is set up to Use Images, image can be added for any equipment. Users can take a picture of equipment and attach it to Rental Equipment Entry Screen. Use the Image menu or right click on Image position (top-right of screen). Refer to Image Screen section later in this chapter for more details.

Multi-Location Qty Own

Location	Qty
CALGARY	7
HALIFAX	3
REGINA	4
TORONTO	6
VANCOUVER	9
WINNIPEG	1
Total	**30**

Default settings

On the lower, right hand side of the Rental Equipment Entry Screen there are a series of default settings that have influence on different levels of the system for each Equipment Code.

Accessory Item

Check this box if this equipment code can be used as an accessory item for equipment.

Barcoded Only

If this box is checked, all inventory items added to this equipment code must be Barcoded. For the most accurate availability and inventory control, it is not recommended having both Barcoded and Noncoded inventory items under the same equipment code. If this box is checked, Noncoded items will not be allowed to be added from this equipment code. As well, during the check out process, system will ask to check out this equipment as Barcoded item only.

Discountable

Enabling discountable box will allow users to enter discounts on an order or invoice for this type of equipment. There might be some types of equipment that you do not wish to discount. Leaving this box blank will automatically “lock” this item on an order so that any discounts applied to the order, will not apply to this equipment code.

Taxable

Check this box if sales tax on rentals should calculate on orders and invoices for this equipment code. Tax will be calculated at the rate of the Tax Type that is entered on the Order Header Screen or Invoice Screen.

Sellable

If checked, program allows selling the rental inventory item. When the user checkmarks the Sellable field, then program prompts user "This equipment should be added to the Sales Stock table. Continue?", if user clicks on Yes, then the Sales Inventory Detail Screen comes up and the rental inventory item can be added into the sales inventory list.

Print Barcode

When this box is checked, all barcode numbers for this equipment code will printout on checkout and check-in sheets.

Print on Equipment Pick List

The equipment pick list is a document you can print and give to a customer which displays a list of equipment they can choose to rent. If you check this box, this equipment will print in Equipment Pick List.

Serial Number Required

If this box is checked, all inventory items that are added to this equipment code must have a serial number.

Show on Defaults

This section of the Rental Equipment Entry Screen dictates where this equipment code will display or print. RTPro checks all boxes by default, assuming that this equipment code should appear whenever selected. Click on the box to remove the check mark and this equipment code will not appear on that function. You can choose to show Item on Order Entry, in equipment pick list, quote, Pull List, Contract, Invoice …

For example, you may wish for all items, including accessories, to print on the Pull List so that shop personnel know every item that is needed for the job. You may even wish to print all items on the Contract so client knows everything he is receiving and responsible for. However, on the invoice, you may want to show main items, or those items chargeable for clarifying on the invoice. In this example, "Show on Pick List as Main" and "Show on Contract" should be checked. The "Show on Invoice" box should be left unchecked.

Print Serial

When this box is checked, all serial numbers for this equipment code when checked out to an order will be printed on the Checkout Sheet and Check-in Sheets.

Inventory?

There is a check-box in this screen which is called "Inventory?", if not checked, user can define a rental equipment code as non-inventory equipment. Such equipment is equipment that program does not keep track of the quantity of them in the system. So there are no Rental inventory and no Retired records for such non-inventory equipment codes.

Changing an Equipment Record

On the Equipment Screen, equipment can be distinguished by different levels of filtering such as Department, Category and so on. Click the equipment type you wish to change. Then click the edit button or double-click on equipment type you wish to change and then click the edit button on the Rental Equipment Entry Screen. Any type of the fields as well as any type of the default settings may be changed.

Functions available by right clicking on a equipment code line:

Inventory Items

When users want to see all rental inventory items that belong to any equipment code, through the Equipment Screen pick up a desired equipment type and select Inventory Items under Inventory menu or simply press the F8 button. Another option is available by right clicking on the menu then Rental Inventory Screen will appear and display all rental items related to this equipment code.

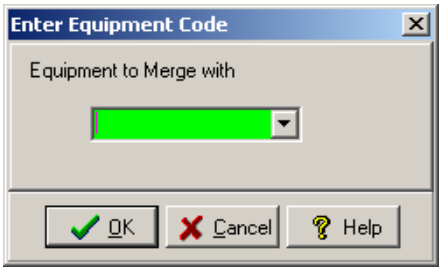
Note: Double-clicking on any records in Rental Inventory Screen will open the Rental Inventory Entry Screen. Refer to Rental Inventory later in this chapter.

Print Customized Scanner Readable Label for this Equipment Code

This option prints the barcode label for selected equipment. To access, from Equipment Screen right click on a desired equipment code that you want to print a scanner readable label for and select "Print Customized Scanner Readable Label for this Equipment Code". The system will prompt for the quantity to print of the label

Merge Equipment

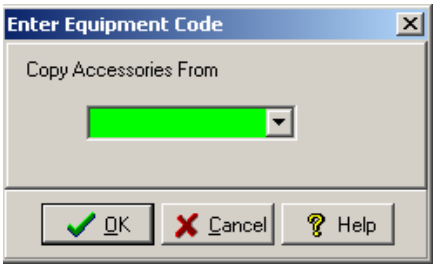
System is able to merge different equipment codes together. This function is more helpful when you define different codes by the same contents in Equipment Screen. In other words, when you have two types of equipment codes which are the same, you may merge them together.



Note: Please pay attention, when you merge two equipment codes together, the code of first equipment will be deleted and system will display the code of second equipment. Always stay attentive when using this tool. A record will be written to the exception file noting the equipment codes, the user who performed the merge and the date and time.

Copy Accessories

Within RTPro there is a function that gives ability to users to copy accessories from one equipment code to another one. To do this, from Equipment Screen, right click on a desired record and select Copy Accessories, a window will appear and ask to specify the code of equipment which you want to copy the accessories of it into the different equipment code. Enter the code and press Ok.

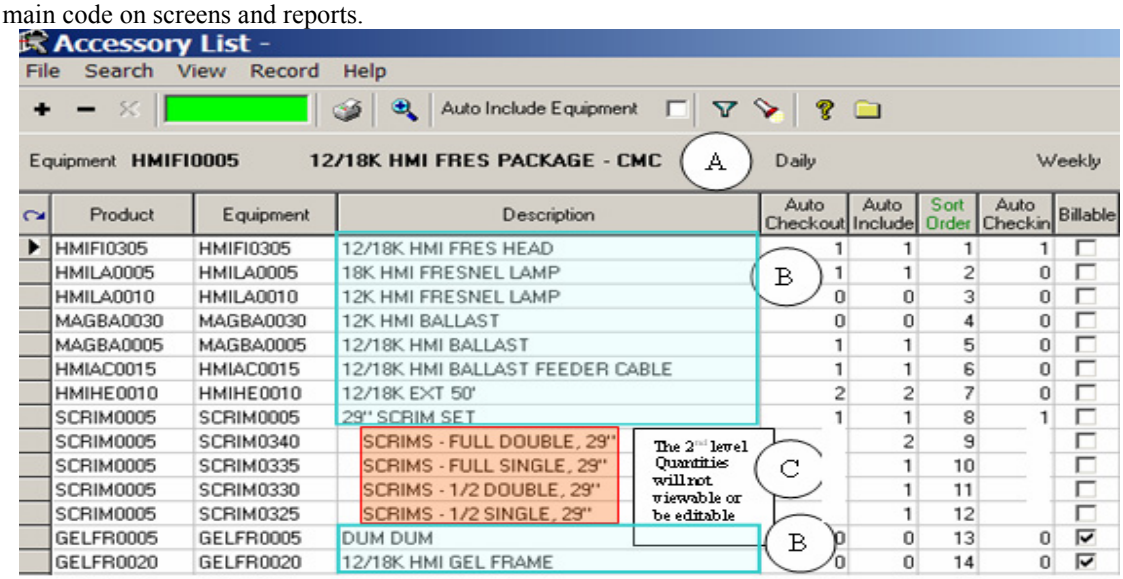


Location Quantity

By using this button from the toolbar menu, the quantity of any equipment can be seen in each location of the company. This option is only available if your company is multi location.

Accessory List

If a type of equipment is normally ordered and shipped with accessories or other types of equipment, it can be linked together with the other types through the Accessory List. Any type of equipment can be linked with another type of equipment. Use this feature for equipment that you wish to have included together on the order screen and on numerous reports. The accessories will appear indented under the main code on screens and reports.


Accessory List -
File Search View Record Help
Auto Include Equipment
Equipment HMIFI0005 12/18K HMI FRES PACKAGE - CMC
A
Daily
Weekly
Product
Equipment
Description
Auto Checkout
Auto Include
Sort Order
Auto Checkin
Billable
HMIFI0305 HMIFI0305 12/18K HMI FRES HEAD 1 1 1 1
HMILA0005 HMILA0005 18K HMI FRESNEL LAMP 1 1 2 0
HMILA0010 HMILA0010 12K HMI FRESNEL LAMP 0 0 3 0
MAGBA0030 MAGBA0030 12K HMI BALLAST 0 0 4 0
MAGBA0005 MAGBA0005 12/18K HMI BALLAST 1 1 5 0
HMIAC0015 HMIAC0015 12/18K HMI BALLAST FEEDER CABLE 1 1 6 0
HMIHE0010 HMIHE0010 12/18K EXT 50' 2 2 7 0
SCRIM0005 SCRIM0005 29" SCRIM SET 1 1 8 1
SCRIM0005 SCRIM0340 SCRIMS - FULL DOUBLE, 29" 2 9
SCRIM0005 SCRIM0335 SCRIMS - FULL SINGLE, 29" 1 10
SCRIM0005 SCRIM0330 SCRIMS - 1/2 DOUBLE, 29" 1 11
SCRIM0005 SCRIM0325 SCRIMS - 1/2 SINGLE, 29" 1 12
GELFR0005 GELFR0005 DUM DUM 0 0 13 0
GELFR0020 GELFR0020 12/18K HMI GEL FRAME 0 0 14 0
The 2nd level Quantities will not viewable or be editable
B
C
B

Also with this feature, you will find the option to include the linked equipment automatically in both ordering and checkout.

Adding Equipment to the Accessory List

An equipment code that has accessories becomes Main Code and will be shown in bold letters on top of the Accessory List screen. Also, a list of products that are relevant to the Main Code as accessories will display on this page. From the Equipment screen, highlight the type of equipment that you wish to be the Main Code. Access the Accessory List by hitting the F7 key, or click on the View menu and select Accessory or click on the Accessory List icon on the toolbar.

From the Rental Equipment Code Entry Screen, the Accessory List is available from the View dropdown tab and its icon is on the toolbar.

To add equipment as an accessory, from Accessory List screen, click the plus sign. In the Accessory Code column, enter an equipment code or press the down arrow to access the Equipment Lookup and choose the equipment you wish to add, or from the Record menu select Drag Drop feature F3 to add items in the list as accessories.

Note: Users may preview all the accessories which are listed and separate them with their main Equipment code on the Accessory Records All screen. To access this screen select Full Accessory Screen from View menu or hit F9 key.

Note: In the Accessory List screen, if Product number and Equipment code are not the same cell color will be changed into gray.

Note: Product is the middle level in inventory. Each Main Equipment can have many products and each product can have many types of equipment as its accessory.

Daily and Weekly prices

These prices default from that equipment code's record. However, you may change the price if you wish for the equipment to rent at a different price when it works as an accessory than it does when it goes out as a main code. For example, the equipment may rent for $5.00 per day when it goes out by itself, but is included in the price of the main code when it works as an accessory, so in the Accessory List enter a price of $0.00 in the Daily field.

Auto Include

The quantity entered in this field is the quantity of this accessory that will automatically be ordered when its main code it ordered. With this feature, when ordering, you do not have to enter a main code and then enter each of its accessories. Simply enter the quantity of the main code and the corresponding quantity of accessories will automatically be included. If, on a particular order, you do not need the accessories or you need more than the auto quantity, you may adjust this quantity in order entry.

You may also have equipment here that sometimes should include with main code, but not always. By leaving the auto include column empty, the item will not be automatically included, but will be displayed on pick list under the main code. Showing list of accessories in this way can be a good aid to remembering which accessories can be included with this equipment. User can easily include as many of the accessories he needs for that equipment.

Auto Checkout

If the accessories are Noncoded, a quantity in this field is the quantity of accessories that automatically checks out when main code is checked out. As you see, this is a powerful feature and it is recommended to use with caution. User always should check to see if auto included accessories are shipped with equipment since it may cause canceling items when accessories were not shipped with it. It is recommended using this feature only in controlled situations when the accessories are always included with the main code.

Auto Checkin

If the accessories are Noncoded, a quantity in this field is the quantity of accessories that will automatically be checked in when its main code is checked in. Again, as auto checkout, use this with caution. It is recommended using this feature only in controlled situations when the accessories are always included with the main code.

Full Accessory Screen

This screen displays all the accessory records for the main equipment. Main equipments are designated by bold letters and separated by its accessories. Here, you also can add a new accessory to the main equipment. For more details about accessories refer to Accessory List.

Substitution List

The Substitution List allows you to maintain a ready list of possible substitutions for a type of equipment. For example, you may own different brands or colors of the same equipment and have created separate equipment codes for each one. However, when the equipment that the customer ordered was not available, Substitution List gives you easy access to the other codes of the same equipment and can be changed easily in order.

Adding an Equipment Code to the Substitution List

To do this, in Equipment Screen, click to highlight Equipment Code. Click on the Substitution List icon.
In the Rental Substitution List screen, click the plus sign. In the Equipment Code column, enter an equipment code or press the down arrow to access the Equipment Lookup and choose the equipment you wish to add.

Rental Price List

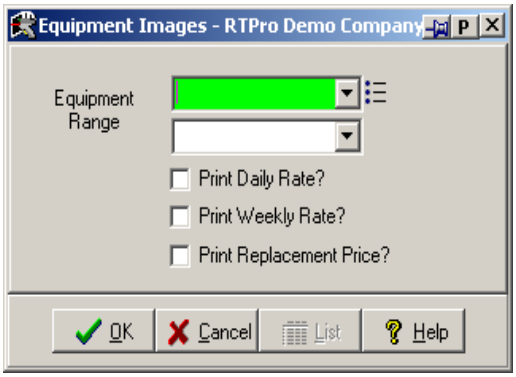
Rental Price List will print prices of equipment on a Daily or Weekly basis or both. To access this feature click on the Reports dropdown tab and select Rental Price List, or click on its icon on the toolbar menu. Use the filter feature from the toolbar to print a Price list of selected equipment.

Print Images

A report is available to print selected equipment codes with images. From the Equipment Screen select "Print Images" under the Reports Menu.

Select the equipment codes and the press OK. The Daily Rate, Weekly Rate and Replacement Price can also be selected to printout.

This option is also used in Rental Equipment Entry Screen. Press the Print icon and the dialog box will appear. Up to six imges will print per page.



Vendor Catalog List

This list demonstrates all vendors of one equipment code. In this list, vendors of this equipment can be added. To add vendor for the selected equipment press (+) button and choose vendor code from list of defined vendors.

Print Standard Barcode Labels For all equipments in this list

This feature prints a barcode label, which is a barcode translation of the equipment code, for the equipment codes listed.
HINT: You can filter a range of equipment and print a barcode list for them.

Image Screen

An image can be attached to an equipment code. RTPro works with any camera which uses a twain device driver. In order to use the image feature of RTPro the image option and image path must be setup in system setup. Refer to the Use Images section.

There are a few ways to attach an image to an equipment code. No matter what option is used, you must be in the edit mode to attach an image.
One way to attach is once in the edit mode press the F5 function key. The camera software will enable. The camera software is software outside of the RTPro system. Be sure to install the camera software, which comes with your camera. Once the camera software is launched there should be a capture function. Select the capture button and acquire the image. The image will show on the equipment code screen. Save the record by selecting the post icon or pressing F10.
Another way is to select the image menu at the top of the Rental Equipment Entry Screen. Next, select the take picture. The camera software will enable.

If images are stored on diskette, CD or other storage locations, Select "take picture from file" from image menu of Rental Equipment Entry Screen. Locate the file and press ok. The image will show on the equipment code screen. Save the record by selecting the post icon or pressing the F10.

To remove a picture from equipment code, select the image menu at the top of the Rental Equipment Entry Screen. Next select remove picture.

There is an Image Screen that you have some minor editing features on, like rotate, mirror, stamp …. You can use this screen to edit your picture.
There is an option to put a stamp on a picture to mark them as returned or lost to show the status of item when returned, or show it not returned.

Rental Kit List

If the same combinations of equipment types are needed on orders repeatedly, they can be packaged together. The list of equipment as a package can be included on any order without having to add each equipment type individually. Rental Kit List feature can facilitate to do this approach.

Rental Kit List is more than just a way to package traditional kits (e.g. Mini-flo Kit, Sun Gun Kit, etc.). It is a quick and easy way to add a list of equipment to an order. For example, all of the equipment in a studio or a truck rental can be packaged into a Rental Kit List. When pulled into an order, quantities can be changed, additional equipment can be added, or removed and pricing will be manipulated the same as a standard order.

A Rental Kit List can build in one of two ways: from the Inventory Menu or from the Rental Order Screen in Order Processing. In either case, the Rental Kit List is building from current equipment codes in listing. If there is something that you want to include in the kit that is not in the equipment table, create the Equipment Code first.
From the Inventory menu click on the Rental dropdown tab and select Rental Kit List, or press its toolbar button . This screen could be filtered by Department, Location or both to see the available rental kits. If you leave these fields blank and press Refresh (F2) button, all rental kits in the inventory will be listed.

Note: In the Rental Kit List screen, rental kits can be added, edited or deleted. Double clicking on any record‘s row in this page will open the Rental Kit Detail screen and the content of each rental kit can be reviewed. Refer to Rental Kit Detail.

Code
Identify the Rental Kit with an alphanumeric code up to 10 characters in length.

Description
An alphanumeric description up to 50 characters in length is used to title the Kit. As several kits may be similar, it is suggested that the description used is a way to tell one kit from another. As with the equipment descriptions, something that can be easy to find and easily recognized by all members of the staff will be helpful.

Save Price
It is possible to charge a different rental price for a type of equipment when it used in a package as opposed to its regular rental price. Pricing adjustments can be made to either Daily or Weekly prices of the equipment codes used in the Rental Kit. Check the Save Price box to save the pricing structure of the Kit.

Department
This filed is the identifier for the department of each kit.

Location
This field is allocated to specify the location of each rental kit.

Sort Order
By choosing different numbers in Sort Order field, within Rental Order Screen, rental kits will stand across the order list respectively.

Rental Kit Detail

To add or make changes to the list of equipment that makes up a Rental Kit, double-click on the Rental Kit Code. This will take you to the Rental Kit Detail screen. From this grid, you can add, delete, and edit the Equipment Codes you want to use to make up the package.

Note: For larger kits, it is easier to add a kit from Rental Order Screen in Order Processing module rather than Rental Kit Detail Screen. You may create a dummy order and add items to it and save it as a Rental kit. See Chapter 6 – Order Processing – Rental Order Screen for more details.

Rental Inventory

Rental Inventory is where individual inventory items are added to the system. After equipment codes are created for each type of equipment, each piece will be assigned a code (Barcode or Noncoded) in Rental Inventory. Flexibility of the system allows you to maintain inventory records for both barcoded and noncoded items. To see the Rental Inventory Screen and the content of it, apply the filter function. After filtering, all barcoded and noncoded records based on the filter selection will be listed. In the Rental Inventory Screen noncoded items are distinguished by a noncoded column indicator.
To access this screen, from the Inventory Menu, click the Rental dropdown tab and select Rental Inventory or click the Rental Inventory Screen icon.

Attachment List

This feature is designed for those situations when every time a particular barcoded item is sent out, one or more other specific barcoded items will go with it. For example, a rolling rack or case may have a dozen modules attached to it. Both the rack and the modules are barcoded items. The modules will automatically be checked out when the barcodes for modules are attached to the barcode for the rolling rack. It will save you time by checking out one rack to an order, instead of scanning 12 modules. Noncoded items can also be setup as attachments.
From the Rental Inventory Entry Screen, enter the barcode number for the item you want other barcoded items to attach to it (above ex: the rack) by Clicking Attachment List icon.
To enter the barcodes to attach, click on the first line under the attachment column and enter the barcode number you are attaching (above ex: the modules). Press the down arrow or enter to go to the next line. When there are barcodes on the list, click on the last one and press down arrow or enter to get a blank line.

To enter in noncode attachment item, click on the last line and press down arrow or enter, enter or select the equipment code and enter in a quantity.
There is a locked column on the attachment list. The locked column links the barcode permanently to the main barcode when items are checked in or out. There is no substitution of the barcode, it is always attached. The locked barcode can not be checked out by itself. If an item is not locked then the item can be checked out outside of the main barcode attachment link.
To remove an item as an attachment, highlight the item on the attachment list and press the – (delete) icon.

History

To review the previous transactions involving a barcode, click on the History icon.
In the Rental Inventory History screen, a summary of each order, repair ticket and other previous transactions of selected barcode will display.

Revenue Generated

Every time an order is invoiced, the revenue generated by barcoded items is recorded. Click on the Revenue Generated icon to check summary of the revenue generated by a barcode.

Displayed are the Month To Date, Year To Date and Cumulative summaries for the number of Days and Weeks Billed and the amount generated for specific barcode.

Print Barcode Labels

There are times when a barcode label is damaged or removed. This option allows reprinting of the barcode label. To reprint the barcode, click on Barcode Printers icon.

Changing Barcoded Items

Click the edit button to make corrections and changes to any of the fields for this barcode (For more detail on the fields, see the Adding Barcoded Items above).

Status: In the lower part of the Rental Inventory Entry Screen, the status of the barcoded item is displayed. "In Stock" means the item is currently not on any order or in repair and is available. If the status is "Out," the item is on an order. The current order number, the production code for the order, the date the item was checked out and who checked it out will display. If the item has been out before, the last order it was on, the production code, when it was checked in and who checked it in will also display.

The information about the creation date and who created this item can be seen at the bottom of Rental Inventory Entry Screen. If changes are made to record, the date of last revision and who did it will also display.

From the Status field if the status is out you can click on the current order number and get directly to the order processing screen. If the status is repair you can click on the repair ticket number and proceed to the repair ticket screen.

Adding Image

From the Rental Inventory Entry screen, multiple images can be linked to a specific barcoded item. To add images, refer to the Image Screen section in this chapter.

Note: When picture(s) are added to a barcode, the rental inventory screen will show the pictures linked. If no image is assigned to the barcode, the screen shows the image from equipment level.

Note: This feature is only for barcoded items, for noncoded items the image will pull from the equipment code level.

Note: If a barcode has multiple images, a default image can be assigned to the item. To do this click on the edit mode, scroll through the images for the barcode and right click on the image to set as the default. Select 'Set this image as default'. When clicking on the printer icon on the top of the screen, program prints the first four images for that barcode.

List of Rental Inventory Items

In this list, a filtered list of inventory items in the inventory can be seen. When opening this screen, before choosing a filter, either no records or just current records might be seen on it. You should assign a filter to the list to see a correct list based on your selection.

Click filter icon , choose your desired filter and press ok. A filtered list of inventory items will show. After this, if you click on List icon you will see the same list. To clear filter, press clear button on filter screen. Double click on items in list to view details. Also, the list of rental inventory items is accessible by selecting List under view menu.

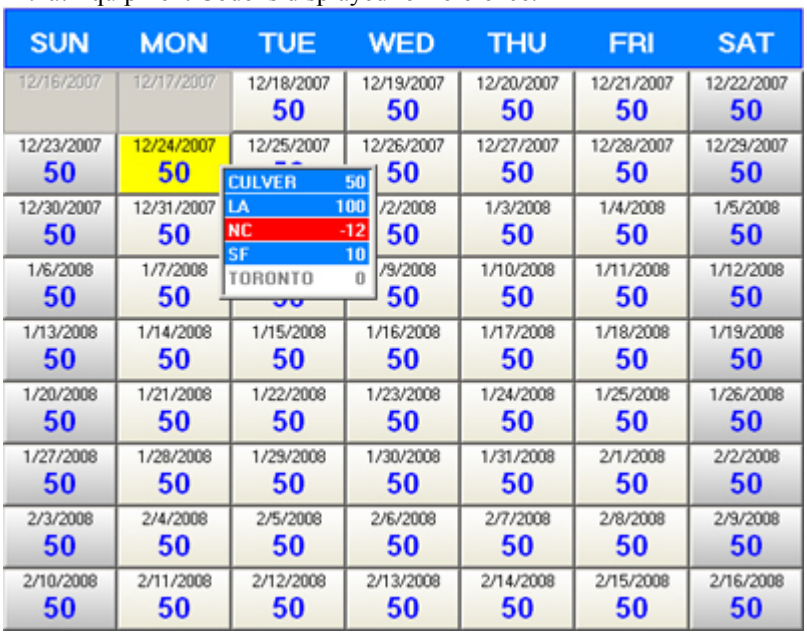
Changing Noncoded Items

Keep in mind those records for Non-Barcoded items are kept in groups from the sessions in which they were added. When you make changes to the Noncoded record, that change applies to all items in the group. To find the item number for a group of Noncoded equipment, go to the Rental Inventory Screen (see Inventory Items in this chapter). The noncoded items are indicated in the noncoded column. They are assigned a group number that consists of the equipment code number and, in parenthesis, the number of the group. For example, the first 10 items for equipment code 12345 would appear as 12345(0001); if later an additional 10 were added, the second 10 items would appear as 12345(0002) and so on. To view or change information for a group of Noncoded items, enter this number as the barcode number in the Rental Inventory Entry Screen. As noncoded items are sent into repair of retired the group quantity will decrease. If items are checked out of repair or restored, a new group code will be assigned (xxxx).

You can make corrections and changes to any of the fields for this group (see the Adding Noncoded Items above, for more details on the fields). The other features of the Rental Inventory Screen (Status, Image, Attachments, History and Revenue Generated) do not apply.

Rental Availability

From the Rental availability Screen the availability of equipment for each selected location can be checked. From the Inventory menu, click the Rental drop down tab and select Rental Availability, or click the Rental Availability Screen icon. Enter the Equipment Code or use the drop down arrow to choose an Equipment Code from the Equipment Lookup screen. When the equipment code is entered, the information from that Equipment Code is displayed for reference.



Note: If your company is multi location, to see the specific location availability, fill in the location field. In the Rental Availability Screen, a floating box followed by pointer arrow shows all locations for your company and the quantity of equipment available in each location separately. Different colors display the availability of equipment for the different locations.

Note: Program notes the last 10 equipment that are visited in the Rental Availability Screen under the File submenu.

Inventory Items

To see the inventory items for the selected equipment code, press F8 key or from the Equipment drop down menu, select Inventory Records. (See Inventory Items and Rental Inventory Screen earlier in this chapter).

Note: The Rental Availability Screen can also be accessed from Rental Order Screen (see Chapter 6 – Rental Order Screen).

Show Other Locations

If it is checked, program shows the rental availability on a floating display for all locations if system is setup for multiple locations. If it is not checked, program only calculates and shows the availability of items for current location.

Calendar

When the equipment code is entered, the calendar immediately populates with the quantity of items available for each day of the next nine weeks. This figure represents the total number of items owned minus the number of items reserved, ordered but not shipped, and shipped but not returned (see Chapter Six: Order Types). Red negative numbers indicates shortages.

Note: Items on quotes are not calculated into the displayed figure, except when checking availability from the quote. However, they summarized on the Rental Availability Detail Screen (see below).

Pull Date/Ship Date Button

The figures displayed for each day of the calendar can be based on either the date the equipment was or scheduled to be pulled for an order, or the date it was or scheduled to be shipped. At the bottom of the calendar, radio buttons will read Pull Date or Ship Date. Displayed is the mode the calendar is in. Clicking on this button will toggle between the two.

This can be useful in certain situations when there is a "window" between the Pull Date and the Ship Date in which the equipment might actually be available. For example, equipment pulled on a Friday for a Monday shipment, but on Saturday, one of the pieces is needed for an emergency. If checking by Pull Date, the item would not show it available for Saturday because it was pulled on Friday. However, checking by Ship Date, the equipment would show available because it will not ship out until Monday. It is possible the gear can be used on Saturday and be returned in time on Monday for next order.

Next Page

Clicking the Next Page button will display the dates for the next nine weeks.

First Page

If you have clicked Next Page several times, clicking on First page will bring you back to the current date.

Previous Page

If you have clicked the Next Page button, clicking the Previous Page will take you one page back from the current position.

Qty Owned

When user clicks on the Qty Owned value, then program will display Rental Inventory Records for that equipment and for that location.

Qty in Repair

When user clicks on the Qty in Repair value, then the program will display Repair Header List with the tickets that have that equipment still in repair for that location listed in the grid.

Rental Availability Detail Screen

Click on any date on the calendar to display the Rental Availability Detail Screen. A summary of all quotes, reservations and orders that are tying up items for this equipment code will display. The order types are color-coded. Orders are in black, reservations are in green and quotes are in gray. In addition, an Order Type column shows this status. Other columns are Location, Production, Date and Quantity information.

Note: Subrental information is provided for reference only. Those numbers do not affect availability.

Note: To view the content of each order, right click on desired record and select Order Header Screen.

Rental Availability Location Detail Screen

This screen shows the locations of selected equipment code and quantity available on stock. Also, displays quantity owned and the quantity of equipment which was ordered. This page is accessible from the right click menu.

Add Barcoded Items

There are many advantages to attaching a unique barcode to as many items as possible. If an item is Barcoded, information can be tracked for that specific piece of equipment. RTPro keeps a historical record of the item, and the status of the item is known at all times, i.e. whether it is in stock, on an order, in repair or retired.

To add Barcoded items, from the Inventory Menu, click the Rental dropdown tab and select Add Barcoded Items or click on the "Add Barcoded Items" icon. You will come to the Add Rental Barcoded Items screen.

NOTES BEFORE STARTING: Although the only required field is the Equipment Code field, it is recommended entering as much information as possible. In addition to having the historical reference, the information can serve as a sort for several screens, grids and reports. For example, you may wish to run a report of all the items purchased from a particular vendor.
When adding like items from the same purchase, you do not need to enter the same information for each barcode repeatedly. During each session of additions, the information that is entered into fields carries over from one barcode to the next until you change them. Start a new session whenever an item you are entering has many differences to the last item. To start a new session, simply change the data or exit "Add Rental Barcoded Items Screen" and re-enter.
The Equipment Code, Location and Vendor fields should be selected from tables. It is possible to create and add new codes to these tables from this screen, as items are adding. It might be helpful to create all necessary codes from File Maintenance Module prior to adding rental equipment items.

Enter Serial # box
When this box is checked, the system will prompt for the serial number of the item after each barcode is entered.

Auto Assign Barcodes box
RTPro can keep track of your barcode sequence and automatically assign the next available barcode. Make sure you have entered the starting barcode number in the "Next Barcode Number" field in System Setup (see System Setup in the Administration Menu). When the "Auto Assign Barcodes" is checked, RTPro will assign the next sequence of barcode numbers for the quantity of items entered.

Print Barcodes box
If you are using a barcode printer, check this box to print the barcodes. When using Auto Assign Barcodes, all of the barcodes in the sequence will print. If entering barcodes by hand, the barcodes will print as they are entered.

Department
Choose a department code. This is not a required field.

Category
Choose a category code. This is not a required field.

Equipment Code
Enter the Equipment Code or use the dropdown arrow to choose an Equipment Code from the Equipment Lookup screen.

Original Location
If a company has more than one location and multi-location feature of RTPro is used, each item can be assigned to an Original Location. Original Location is the place where this equipment was inserted to your inventory. Make sure that the Multi-Location box is checked in System Setup (see System Setup). Enter the Location Code here, or click the down arrow and pick a code from the Location Lookup screen.

Location
If you have more than one location for your company and you are using the multi-location features of RTPro, you can assign each item to a Location. This location is the place where your equipment currently resides.

Purchase Date
The system date is defaulted, but it can be overridden by entering a date or using the calendar dropdown. When the actual purchase date is unknown, the date may be left blank.

Purchase Amount
Enter the dollar amount used to purchase this equipment.

Purchase Order Number (PO#)
Enter the purchase order number used to purchase this item.

MWO
Major Work Order is the number that is used for purchasing this equipment.

Vendor

Enter the Vendor Code or use the drop down arrow and choose a Vendor from the Vendor Lookup screen for the vendor from whom the item was purchased.

Manufacturer
Enter the name of the company that manufactured the item.

Warranty #
If this item has a warranty, enter warranty# here.

Warranty Date
If this item has a warranty, enter warranty expire date here.

Model#
Enter any information about the model number or the description here.

Storage Location
This is information about where this item will be stored in store e.g. Shelf, box and bunker no.

Owner
Select the owner of equipment from Owner Lookup table. For details on using the ownership feature, see Chapter 3 – Use Ownership.

Comments
Use this note area to record any useful information about this item. Remember that the information that is entered, when adding the barcodes, carries over from one barcode to the next until changed (see Notes before Starting, above). Thus, if the comments apply to all of the items added, enter them before starting. If not, be sure to edit the comments before moving on to the next lot, or leave the comments area blank and input the information later on the individual barcode(s) to which the comment applies.

Quantity to Add
Enter the number of items to add in this batch. If using the Auto Assign Barcodes feature (see above) this is the number of new barcodes that will be created and added to system. If you are inputting the barcodes, the system will stop you when you have reached the Quantity to add.

Serial No
If the Enter Serial # box (see above) has been checked, when each barcode has added, the system will force users to add the serial number for each barcode.

Barcode
When "Auto Assign Barcodes" feature is not used, scan the barcode, or enter the barcode number in Barcode field.

Rental Barcoded Items Added in This Session
This box displays the rental barcodes when they are added to inventory at that moment.

Barcode Printer Setup
RTPro allows printing barcode and equipment code labels through the application. The labels can be designed to suit your shop. When designing the label, consult Rental Tracker for details.

View Barcoded Subrental History

If subrentals are checked out with barcodes by using the vendor's barcodes, history of the subrental barcodes can be viewed. Subrental barcoded items can be filtered by entering criteria.

Note: Returned items are shown in white and Not-Returned as green.

Add Noncoded Items

For some types of equipment, it may not be practical or physically possible to attach a barcode to each piece. Enter these items as non-Barcoded items. Valuable inventory information can still be maintained including location and purchase information for each group of Noncoded items. The Availability, Order Processing, Repair and Retirement features will still track the status of non-Barcoded items. The biggest difference between Barcoded and non-Barcoded items is that with Barcoded items, the

status of each individual item can be tracked. With non-Barcoded items the status can be tracked, but items can not be distinguished from each other since there is no specific identification number for each noncoded item.

To add non-Barcoded items, from the Inventory Menu, click the Rental dropdown tab and click "Add Non-Barcoded Items" or click on the "Add Non-Barcoded Items" icon. You will come to the Add Rental Non-Barcoded Items screen.

NOTES BEFORE STARTING: Although the only required field is the Equipment Code field, it is recommended to enter as much information as possible. In addition to having the historical reference, the information can serve as a sort for several screens, grids and reports. For example, you may wish to run a report of all the items purchased from a particular vendor.

When adding like items, the information entered into the fields will apply to the quantity entered. Start a new session whenever new items you are entering have many differences from previous one; otherwise, the new quantity will inherit the information from the previous entries. To start a new session, simply change the data or exit the Add Rental NonBarcoded Items and re-enter.

The Equipment Code, Location and Vendor fields must be selected from tables. Although it is possible to create and add codes to these tables from the Add Rental Barcode Items screen, it may be helpful to create the necessary codes in File Maintenance Module prior to adding rental equipment.

Department
Choose a department code. This is not a required field.

Category
Choose a category code. This is not a required field.

Equipment Code
Enter the Equipment Code or use the dropdown arrow to choose an Equipment Code from the Equipment Lookup screen.

Original Location
If a company has more than one location, each item can be assigned to an Original Location. Original Location is the place where this equipment was inserted to your inventory. Make sure the Multi-Locations box is checked in System Setup (see Chapter 3 – System Setup). Enter the Location Code here, or click the down arrow and pick a code from the Location Lookup screen.

Current Location
Same as above, each item can be assigned to a Location. This location is the place where your equipment currently resides.

Purchase Date
The system date is defaulted, but can be overridden by entering a date or using the calendar dropdown. When the actual purchase date is unknown, the date may be left blank.

Purchase Amount
Purchase Amount is the value of this equipment that is purchased.

PO Number
Enter the purchase order number used to purchase this item.

MWO
Major Work Order is the number that is used for purchasing this equipment.

Vendor
Enter the Vendor Code or use the drop down arrow and choose a Vendor from the Vendor Lookup screen for the vendor from whom the item was purchased.

Manufacturer
Enter the name of the company that manufactured the item.

Owner
Select the owner of equipment from Owner Lookup table. For details on using the ownership feature, see Chapter 3 – Use Ownership.

Comments
Use this note area to record any useful information about this item. Remember that the information entered, when adding the inventory, will apply to all of the items in this session (see Notes before starting, above). Thus, if the comments do not apply to all of the items added, enter only the quantity for which they do apply. Change the comments and start a new session.

Quantity to Add
Enter the number of items that you wish to add to your shop.
After items are added into inventory, changes can be made and status can be checked in the "Rental Inventory Entry Screen".
To access this page, from the Inventory Menu, click the Rental dropdown tab and click Rental Inventory.

Rental Noncoded Items Added in This Session
This box will display the rental non-coded items that are added to the system at that moment.

Transfer History

For clients using the multiple location feature of RTPro the history of items as they are transferred from one location to another can be displayed. Inventory transferred from one location to another must reside on a transfer order. See chapter 6 for details on creating a transfer order.

Equipment Rental History

The history of rental items can be displayed through the "Equipment Rental History" screen. To show a range of equipment, this screen can be filtered according to different levels, such as Location, Equipment Code and Date ranges. Also, you can include subrental items in the list. This will be useful when a large amount of equipment exist in list, which listing all of them may slowdown the application. After applying appropriate filter, press F2 or Refresh Button.

Sales Menu

Sales Inventory

Inventories of expendable supplies, parts, equipment held for resale or other items that are sold rather than rented are maintained in Sales. For each type of sales inventory, a Sales Stock Number must be created. From the Inventory Menu, click on the Sales drop-down and select Sales Inventory, or click on the Sales Inventory icon in the toolbar.

This will take you to the Sales Inventory Screen where you may add, edit or delete records for each of the sales types of inventory.

There are several filtering options in this page such as Department, Category, Stock Number and Description.

Adding a New Type of Sales Stock
A Stock number is a unique number for each type of sales item in your shop. The stock number can be up to a 10 character/alphanumeric code. Throughout the application, the stock numbers are used as the primary sort order for many of the screens, grid listings and reports. Much thought should be considered when designing the stock numbers, as this will aid in searching and identifying items in the system.

It is recommended that before you begin inputting sales inventory, a current price catalogue, inventory list or similar report, be reviewed and Rental Tracker Stock Numbers be assigned to all types of sales items in inventory. This method assures that most of the sales inventory will be assigned a code and will aide in grouping similar item together. Grouping similar items together is a useful tool in quickly finding the desired code when conducting a search for review or input, whether on a report or a screen. For example, all of the gels might be given a code range between the numbers of 20000 to 30000, while all of the video tapes are given numbers between 30001 to 40000. Or perhaps all of the batteries have codes that begin with the letter "B". It is not so important how items are grouped together, but once the ranges are

established, the layout stays consistent, and they are maintained accordingly. For example, an “Acme 12 Volt Battery” might be grouped with all of the Acme supplies, or it might be easier to find with all of the other 12-Volt Batteries.

It is also recommended that you leave gaps in the Stock Numbers, so that there will be room to add new products within the related ranges.

Department

If your shop is divided into departments based on physical layout or job duties, the sales stock layout can be designed to match. Several inventory reports, such as "Pull Sheet for an order" can be sorted by department. This would allow you to separate an order and divide the work among the appropriate staff. If Sales Stock is assigned by department, it must come from the Department Table. To enter in a department, type in the Department Code or click the drop down arrow to choose a department from the Department Lookup.

Category

If you wish to provide a cost breakdown for the different groups of sales stock on a quote or an invoice, use this Category to group the stock numbers. For example, if Category is used, you could see a list of all gels and the sales cost of them, followed by the cost of all of the batteries and their costs. The two subtotals would be added together for the total cost of the order. If equipment is assigned a category, it must come from the Category Table. Enter here by typing in the Category Code or by clicking the drop down arrow to choose a Category from the Sales Category Lookup.

Description (Required field)

The description is a 50-character field, which will accept symbols, letters and numbers. Because the sales stock can be searched by description, great attention should be given to be consistent with the description. As an example, the “Acme 12 Volt Battery” can be found with all other Acme products in which the description began with the word “Acme”. However, by changing the description to “Battery – Acme 12 Volt”, you can find it with all other equipment types that begin with the word “Battery.” As with the Stock Numbers, it does not matter so much which way as it does to pick one layout method and stick with it.

It is recommended when entering the descriptions to be consistent with upper and lower cases, punctuation, abbreviations, etc. in order to give a more professional “look” to all documents and screens.

SKU

SKU is an identifier that is used by merchants to permit the systematic tracking of products. If your company supports this universal convention code then enter the product code’s SKU or UPC (Universal Product Code) Number.

Cost

This is the current cost of the product. Understandably, if this product was purchased from several sources, the cost may vary. Enter here the normal, most consistent cost to use as a point of reference.

Average Cost

AS purchases are entered, RTPro will calculate an average cost. The Average Cost is displayed here and is used for other reference and reporting purposes.

Price

The Price field is essentially the list price of the product. This information might come from the suggested list price in a vendor’s catalogue. Alternatively, maintain your own pricing system by marking up the cost. This price will default to the quote to calculate charges for the customer.

Measure

Enter a value here for products that are selling by a measure (e.g. each, dozen, pound, etc.).

Taxable

Check this box if sales tax should charge when this product is being sold.

Restocking

Check this box if a restocking fee will be charged when the product is returned.

Restocking%

If your shop’s transaction rule is based on charging customers a restocking fee, this field keeps a percentage of the price that customer will be charged when returning this item.

Weight
Enter the weight of the stock item. On the Value Sheet, RTPro calculates the weight of all of the items and provides the total weight of the order.

Inventory
Check this box if this is a tangible product that you wish to track its quantities. For a product that has no inventory, such as Labor Charges, leave the box blank.

Quantity on Hand
The quantity of the product that the system currently shows in stock will be displayed here.

Reorder Point
Because of such factors as minimum purchase requirements, delivery time, and activity for a product, you may want to keep a certain quantity on the shelf always. Enter the quantity here at which point this product should be reordered. When the quantity on hand falls below this level, the Stock Number will show up on the Sales Reorder Report to prompt you to order more.

Reorder Quantity
When restocking this Item, this quantity should be ordered. As with the Reorder Point, minimum purchase requirements, delivery time and activity for a product may dictate the quantity to reorder.

Vendor
If this product is normally purchased from the same vendor, enter it here. Type the Vendor Code or use the drop down arrow and choose a vendor from the Vendor Lookup screen. If this product is frequently purchased from multiple sources, use the Notes section to enter other Vendors.

Vendor Part No
If the vendor listed in the Vendor field uses a part number for this product, enter it here. Like the Vendor field above, additional part numbers can be added in the Notes section.

Manufacturer
Enter the manufacturer of this product.

Manufacturer Part No
Enter the manufacturer's part number.

GL Income
Sales income to post to general ledger derived from the general ledger income account assigned to each equipment code. This GL account must come from the GL Account table. If the Category field is used, the GL Income code will default from the Category field. Otherwise, enter in the GL Income field by typing in the account code or using the drop down arrow to choose an account from the General Ledger Lookup screen.

Although the same GL Income account may be used on all Stock Numbers, this feature allows the sales income to divide among groups of inventory. For example, all Stock Numbers belonging to a particular department or category could have its own code, while a range of numbers belonging to a different department or category could have a different code. Thus, the sales income posted to the GL would be broken down accordingly.

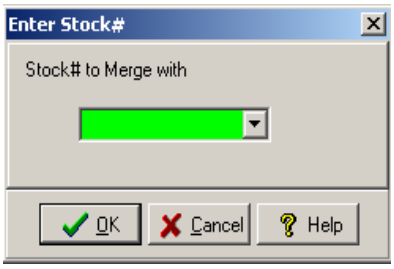
GL Cost of Sale
When an invoice is created, the Cost of Goods Sold account will be debited per the account assigned to this field. The GL account must come from the GL Account table. Enter in the "GL Cost of Sale" field by typing in the account code or using the drop down arrow to choose an account from the General Ledger Lookup screen.

Notes: In this section, enter information to the Stock Number that may be of help as a point of easy reference or operational instruction. Suggestions include manufacturer or vendor information (such as phone numbers or part numbers), acceptable substitutions, or historical information.

Adding Image
Refer to the image screen section in this chapter.

Merge Stock

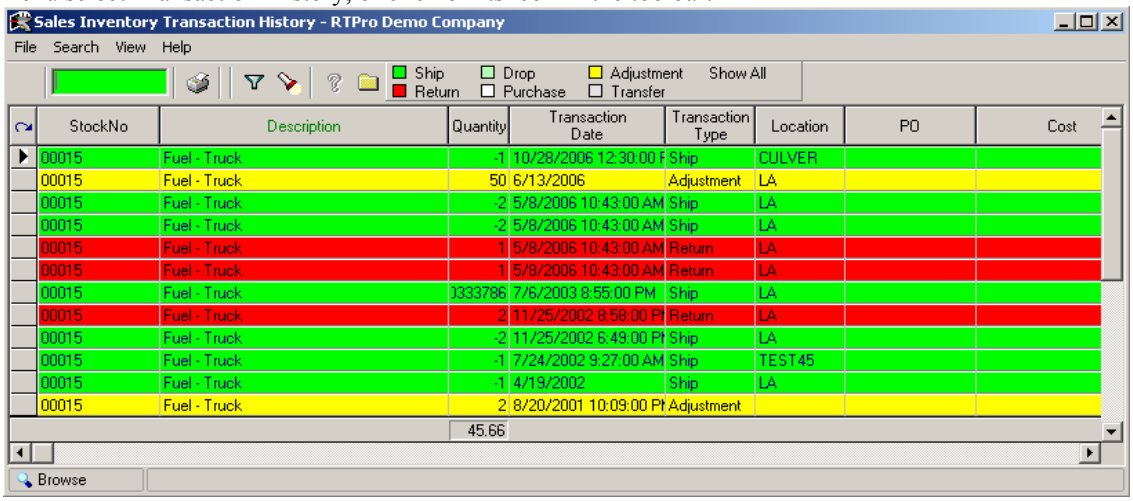
RTPro can merge different Stock numbers together. This function is more helpful when you have defined different codes by the same contents in Sales Screen. In other words, when you have two types of stock numbers which are the same, you may merge them together.



Note: Please pay attention when you merge two Stock numbers together, the number of first stock will be deleted and system will display the number of second stock.

Transaction History

This feature will keep all the sales transactions for a stock number and displays them on the Sales Inventory Transaction History screen. Within this screen, users will observe the Transaction Date, Transaction Type, Quantity, Location and other useful information. The type of transaction can be shown by different colors. To access, in Sales Inventory Screen, highlight a desired Stock No. then from View menu select Transaction History, or click on its icon in the toolbar.


Sales Inventory Transaction History - RTPro Demo Company
File Search View Help
Ship Return Drop Purchase Adjustment Transfer Show All
StockNo Description Quantity Transaction Date Transaction Type Location PO Cost
00015 Fuel - Truck -1 10/28/2006 12:30:00 F Ship CULVER
00015 Fuel - Truck 50 6/13/2006 Adjustment LA
00015 Fuel - Truck -2 5/8/2006 10:43:00 AM Ship LA
00015 Fuel - Truck -2 5/8/2006 10:43:00 AM Ship LA
00015 Fuel - Truck 1 5/8/2006 10:43:00 AM Return LA
00015 Fuel - Truck 1 5/8/2006 10:43:00 AM Return LA
00015 Fuel - Truck 1333786 7/6/2003 8:55:00 PM Ship LA
00015 Fuel - Truck 2 11/25/2002 8:58:00 PM Return LA
00015 Fuel - Truck -2 11/25/2002 6:49:00 PM Ship LA
00015 Fuel - Truck -1 7/24/2002 9:27:00 AM Ship TEST45
00015 Fuel - Truck -1 4/19/2002 Ship LA
00015 Fuel - Truck 2 8/20/2001 10:09:00 PM Adjustment
45.66
Browse

Sales Reports

From the Sales Inventory Screen, a list of all the Sales Inventory with the current cost and price can be printed. Select Sales Price/Cost List from Reports menu or click on Sales Price/Cost List icon.

Vendor Catalogue

If vendor has a catalogue or stock number for this item, it can be entered here. Select item and click on this icon, this will open Vendor Sales Catalogue Screen and the catalogue information can be entered.

Print Mailing Labels

Printing sales stock barcode labels is available. By clicking on its icon from toolbar menu, labels can be printed for all items in the list.

Quantity of Each Label to Print – Program prints each label based on selected quantity. For example if there are 2 stocks and Quantity requested is 3, then program will print 3 of the first one and then 3 of the second one.

Hint: Filter "Sales Inventory" list to print few labels instead all of them.

Sales Inventory Transactions

Adjustments to the sales inventory are made in the Sales Inventory Transactions Screen. When inventory items are acquired, this is where they are added into stock. From this screen, you can also adjust

previous entries, purchase or transfer items. Click on the Sales dropdown tab and select Sales Inventory Transactions or click on its icon from toolbar menu.

Note: If a company is multi location, when selecting Sales Inventory Transactions, system will ask to enter the location that applies.

Stock No.
Enter the Stock number or use the drop down arrow to select one from the Sales Stock # Lookup screen.

Transaction Type
Specify the transaction type as an Adjustment or Purchase. Enter the type or use the dropdown arrow to select one.

Transaction Date
It is possible to select a transaction date from a date menu in this box.

Quantity
Enter the quantity for this transaction. Use (-) sign to indicate negative quantities, for example, when adjusting a previous entry.

Cost
This figure is the actual cost of this transaction, which may be different than the cost you have on file for this Stock Number in Sales Inventory. With each transaction, this cost will factor into the Average Cost, which is kept for each Stock Number.

Vendor
Enter the Vendor code, or use the dropdown arrow and choose a vendor from the Vendor Lookup for this transaction.

PO
Enter the Purchase Order number for this transaction.

Notes
Any additional information concerning this transaction may be entered here.

Create Date
The system will default the date as you enter transactions, or you may override by entering a date or using the drop down calendar.

Created By
The person who logged into RTPro will be defaulted to this field. As with other locations throughout the program, the Created By is for reference and cannot override.

Location
This field represents the place of each sales item.

Price
The Price field is the list price of the product.

Note: Press F3 or click on Update button to confirm data and the system will post the records to the database. The screen will not close out and additional entries can be continued to be entered.

Note: Pressing F10 key or clicking “Update and Exit” will save data and close the screen.

Sales Availability

Sales Availability checks the available quantity on hand, as well as current and past order information for each Stock Number. Although the on hand quantity is included in the Sales Inventory Information screen, it may be easier to reference it from the availability screen.

Sales Availability List

Click on the Sales drop down tab and select Sales Availability or click on “Sales Availability List” icon in the toolbar.
The “Sales Availability List” will display information from the Sales Inventory Screen including Stock Number, Description, Cost, Price, Extended Cost, Extended Price and On Hand Quantity.

Sales Availability Detail Screen

From the Sales Availability List, double click on a Stock Number or select the Detail (Ctrl+D) from View dropdown menu.
The Sales Availability Detail Screen displays the orders with this Stock Number. For each order, you can see Order Number, Production Code and Title, Transaction Date (Quote Date), quantity Ordered, quantity Shipped and Back Ordered quantities of the Stock Number. The Back Ordered is the quantity that ordered, but has not shipped yet. Back ordered items are showing in red.

Stock Quantities

If a company is multi location, the availability of each stock item across each location can be seen.

Retired Menu

Retired Inventory

Equally important to making sure your entire inventory is added to the system, is to make sure you remove your inventory from the system that is no longer being used. Use the Retired Inventory Module to do that. Click on the Retired dropdown and then select Retired Inventory, or click the Retired Inventory icon on the Rental section of the toolbar menu.
Thru this screen, retired records for both Barcoded and Non-barcoded items can be added or edited and a retired item can be restored back into live in inventory.

Also, you can see the transaction history for each retired item. To see this list, click on list View icon or select List from View menu.

Retire Barcoded Items

From the Retired Inventory Screen click on the Action dropdown tab, and select Retire Barcoded Items, or click on the "Retire Barcoded Items" icon.
The system will prompt you for a reason for this retirement. The Reason must come from the Retired Reason table (refer to the File Maintenance section). Enter a Reason code or use the drop down arrow to choose a reason from the Retired Reason Lookup. Any comments about the retired items could be written in "Retired Comments" filed.

The system will prompt you to enter the barcode number of the item to be retired. When entered, the information for this barcode comes over from the Rental Inventory Screen for reference purposes. At this point, another barcode might be entered. When finished, click the Stop icon to continue with another option in this screen, or close to exit.

Restore Barcode Items

When you want to recover a Barcoded item that is retired, you do not need to add the item into your inventory again. RTPro can restore the item from retirement along with its original information. To restore a retired Barcoded item, set the screen into editing mode, click on the Action dropdown tab, and select Restore Barcoded Items, or click on the Restore Barcoded Items icon. The system will prompt you to enter the barcode number of the item to restore.

Retire Noncoded Items

Click on the Action dropdown tab, and select Retire Non-Barcoded Items, or click on the Retire Non-Barcoded Items icon. You will come to the Retire Non-Barcoded Items screen.
Because unique records are not kept for non-Barcoded items, RTPro retires a quantity from the oldest group of non-Barcoded items within a specified equipment code. The Retired Non-Barcoded Items screen will ask you for an Equipment Code, Location and the quantity of non-Barcoded items to be retired. You must also enter a reason from the Retired Reason table (see File Maintenance Chapter). Like Barcoded items, any comments about the retired Non-barcoded items, could be written in "Retired Comments" filed. If the information is correct, press OK. The system will confirm how many items have been retired.

When you click OK, you will return to the Retired Inventory Screen. Repeat the procedure if more non-Barcoded items are to be retired.

Restore Noncoded Items

Click on the Action dropdown tab, and select Restore Non-Barcoded Items, or click on the Restore Non-Barcoded Items icon.
You will come to the Restore Non-Barcoded Items screen. The system will prompt for the equipment code, location and quantity of the restore.

History

By clicking on History icon, Rental Inventory History screen will appear. On this screen the Order number, Production, Date Out, Date In and other information about the retired Barcoded item can be seen. On the top of the page the Barcocde number and Equipment code is observable.

List View

Retired Inventory screen will cover equipment that has been retired. By pressing Refresh button at the top right side of screen, all the retired equipment can be seen as a list. You can filter this list to see the desired retired equipment.

Note: Right clicking on any records in this list, the Barcoded or Non-coded items can be restored to the live area by selecting Restore option.

Repairs

Sometimes you need to send some of your rental equipment for repair. For managing this task, you can go to repairs section. In this part, the system will let users add a new ticket and insert equipment that must go for repair to it. Any equipment that you want to send for repair must be in a ticket.

Repair Ticket List

In this page, you will see all ticket information. For viewing all tickets and the information of them, click on Refresh button or press F2.
There are some filtering criteria to filter tickets in this page. The "Repair Ticket List" will only list those items that match the filtering criteria. For filtering, you must select one or more of these options and click on refresh button or press F2.
You can use the Location, Production, Ticket, Lock Status, and Bill Status, Order #, Create Date Begin/End and Barcode fields for the filtering process. When a user selects equipment, program shows the Tickets containing this equipment.

Adding a new Ticket

For adding a new Ticket, after clicking on Add icon on Repair Ticket List, you will be directed to the Repair Ticket Screen. In this page, the ticket information should be filled and after saving the ticket, items can be inserted to this ticket.

Editing a Ticket

For editing a ticket, you must select the ticket on Repair Ticket List and click on Edit icon or double click on that ticket. The specification of selected ticket will appear and any modification is possible, for example, checking out Repair Items.

Ticket header contains this information

Ticket Create Date

This header information displays the creation date and the time for a ticket.

Location

If the multi-location feature is used, you can select one of your locations for your ticket.

Repair PO

Here you should enter the purchase order for this ticket.

Authorized By
Enter the name or click on drop down arrow and choose the one whom this ticket is authorized by.

Production
This equipment was returned from this production to repair.

Order#
This equipment was returned from this Order to repair.

Estimated Amount
Ticket may cost this estimated amount.

Billable
This check box indicates whether or not a bill should be created for the repair cost.

Locked
Checking this box will lock the ticket and its information cannot be changed.

Ticket Description
This will be the description of the ticket. The description should thoroughly describe the ticket.

Ticket Amount
After checking in all items to a ticket you can calculate a ticket amount by using the calculate button.

Check in Barcoded into Repair

First click on the option and then in the Repair Ticket Screen, click on the barcode field. The barcoded field will be noted in green. Enter in Barcode# , the system will remove the items from the availability and add the barcoded items into repair. The items will be attached to the ticket.

Note: Color of Barcode# field will change to green, when choosing this option. Information about added equipment will display to the right of the Barcode# field.

Note: Barcoded items can be canceled from repair using "Cancel Checkin" option available from the right click menu. Please note that users can only do a cancel, if the barcoded item was added to the Repair Ticket through the Repair Module, not if the item was checked in as Damage through Order Processing.

Check Barcoded Out of Repair

There are three ways for checking out Barcoded items from repair list.
1. Select the “check Barcoded out of repair” option at the bottom of screen, (Color of Barcode# field will be changed to yellow) enter (scan) barcode that you wish to check out of repair.
2. Double click on an item that you want to check out or highlight the row and press F7; Repair Information page will appear. Select ChkOut Repair from Action menu or click “Check Out item From Repair” icon .
3. Another way is to right click on item row that you want to check out, select Check Item Out of Repair. System will ask for confirmation, press Ok and enter the resolution description to check out item from the repair list.

Note: After checking out an item from the repair items list, the row of the checked out item will turn to green.

Note: You also can cancel check out by right clicking on the item row and select cancel check out.

Check Noncoded into Repair

To add Noncoded items into repair, on the equipment column select the equipment code and enter in the quantity.

Note: Noncoded items can be canceled from repair by using "Cancel Checkin" option from right click menu. When selected, program displays a dialog box and prompts for the quantity. If the quantity is equal to quantity in repair, the system will remove the line. This is the same as entering in a 0 on the quantity column.

Check Noncoded Out of Repair

Select Item that you want to check out, then from the right click menu select “Check Item Out of Repair”, enter the resolution description and enter the quantity to Checkout.

Note: Like barcodes, canceling the noncoded items is possible by selecting “Cancel Checkout” from the right click menu.

Repair Items

Equipment
Select the equipment from Equipment Lookup Table.

Description
This field is read-only and describes the equipment.

Barcode
If this equipment is a Barcoded item, this field represents the barcode number.

Repair Type
Select a repair type from lookup table.

Quantity
The number of equipment you are sending for repair.

Date in Repair
This is the date that this item has been sent for repair.

User In
This field shows the user who sent this item to repair.

Date Out Of Repair
This is the date that this equipment was checked out of repair.

User Out
This field indicates the user who checked out equipment from repair.

Expected Date Out
This field is the expected date for equipment to come back from repair.

Cost
The cost of repair should be entered in this field.

Last Order Number
This field indicates the last order# that this barcode has been used.

Repair Location
This field indicates where the equipment goes for repair. This can be selected from Vendor Lookup Table.

Damage Description
Enter a short description about the type of damage that happened to this equipment.

Outside Item (Vendor)
Input the owner of this equipment if it is a Subrental item.

Extended
This field shows the total cost of each line.

Repaired By
This is the person who has repaired equipments. This can be selected from Lookup Table.

Resolution Description
This field shows how this item was repaired or which parts were used to repair this equipment.

Parts
If some parts are used to repair an item, for keeping this information, RTPro lets users enter the parts that were used for repairing. Price and the number of parts can be inserted here. Then the system automatically calculates the total cost.

Stock#
The stock number of parts that are used for repair can be selected from "Sales Stock# Lookup Table".

Description
This field is read-only and describes the equipment.

Quantity
This field displays the number of parts that are used for repairing the items.

Unit Price
This field describes the price of parts used for repair.

Extended Price
This field shows the total price of each line.

GL Account
Select GL Account for this part from General Ledger Lookup Table.

Taxable
If the item is taxable, check this box.

List Price
This is the price of the part as documented in list.

List Cost
Cost of part as documented in list.

Labor
Users can insert data related to each laborer who works on a repairing action. They can select Employee Id, Occupation and the hours that this laborer has worked on equipment. RTPro automatically brings the hourly rates, calculate total cost, and inserts it into extended field. The fields included in this part are as follows:

Employee Id
Employee Id is the employee code of the laborer.

Occupation
What the laborer did to equipment?

Hours
How many hours the laborer worked on equipment?

Hourly Rate
How much the laborer is paid per hour?

Extended
This field shows the total cost of each line.

Bill this Repair Ticket
Repair Ticket can be billed if ticket is billable. To access this option, press "Bill this Repair Ticket" icon from toolbar menu in Repair ticket Screen.

Repair List
This list shows all items currently in repair. When entering this page for the first time, you must choose a filter. Click on Refresh button or press F2 to see repair items. This list can be filtered with some fields as shown below:

Repair Information
Double clicking on repair items will open the Repair Information page. In this page, some item's information which is explained earlier in this chapter can be modified; this information is as follow:

Repair Vendor, Repair type, Expected date out, Repair cost, Repair /Damage Description, Repaired by, Resolution Description.

Adding Image
Refer to the image screen section in this chapter.

Check Item Out from Repair

See “Check Barcoded Out of Repair” earlier in this chapter.

Physical Inventory

Rental Physical Inventory

As you know, taking a physical inventory of all of your rental assets can be a challenge under the best of circumstances. The RTPro physical inventory program can help with the process, providing tools necessary to correctly account for all of your rental assets. After a physical count has been taken and all Barcoded and Noncoded items have been entered, these counts added to the quantities out on orders and in repair, should account for all of your assets. Those items accounted for will compare against how many owned. To reconcile any differences, missing items will be retired and extra items will add into your inventory.

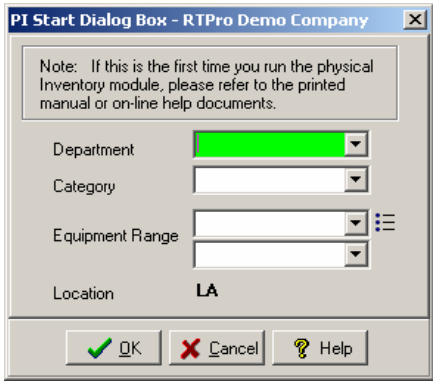
Note: BE SURE TO BACKUP ALL RECORDS PRIOR TO BEGINNING THE PROCESS.
Note: DURING THE PHYSICAL INVENTORY PROCESS, ALL ACTIVITY OUTSIDE OF THE PHYSICAL INVENTORY PROCESS SHOULD BE STOPPED. THERE SHOULD BE NO ADDING OF EQUIPMENT CODE, EDITING OF EQUIPMENT CODES, CHECKING OUT AND IN ITEM, CHECKING ITEMS IN OR OUT OF REPAIR AND RETIREMENT. ALL ACTIVITY SHOULD STOP UNTIL THE PHYSICAL INVENTORY HAS ENDED.

Note: At anytime during the process, the physical inventory session can end. All selection criteria and any counts that were entered will be erased as though the process never started. The Physical Inventory reports for this session will not be available. Please see End Physical Inventory Process later in this chapter for more details.

Start Physical Inventory Process

From Inventory Menu click on the Physical Inventory drop down tab and select “Start Physical Inventory Process”. If the Start Physical Inventory Process is gray and unavailable, it is because another inventory is in process. That inventory must be completed or stopped before being able to start a new inventory.

PI Start Dialog Box: It is not necessary to take a physical inventory of all assets at the same time. A successful inventory can be completed through a series of “cycle counts.” You can count certain types of equipment during one inventory, and do subsequent inventories for the remaining types of equipment.


PI Start Dialog Box - RTPro Demo Company
Note: If this is the first time you run the physical Inventory module, please refer to the printed manual or on-line help documents.
Department
Category
Equipment Range
Location
LA
OK
Cancel
Help

A dialog box will appear so that you can specify the equipment that you intend to inventory in this session. The inventory may be conducted by Location, Department, Category, Equipment Code range or a combination. All of these fields come from system tables (see File Maintenance, Chapter 4). Enter the code or use the drop down arrow to make a choice from the lookup screen. If you are doing a complete inventory, leave the field blank and click OK.

Physical Inventory Worksheet

After you have selected the criteria for the physical inventory per the dialog box above, printing a Physical Inventory Worksheet can be a useful tool in the counting process. The worksheet is a list of equipment types to count. It is the best way to tally non-Barcoded items, but can also be used as a “checks and balances” for the Barcoded equipment. The amount counted by hand can compare to the quantities scanned.

The worksheet lists whether the equipment type is Barcoded only, the Equipment Code and Description. The Quantity Counted and the Notes columns left are blank so that staff may enter the amount counted and any comments needed about the count.

To print the worksheet, click on the Physical Inventory tab and click on Rental Physical Inventory then select Physical Inventory Worksheet.

Print Scanner Readable Information

This is an option to print a barcode of the Equipment Code on the Physical Inventory Worksheet Report. Rather than enter the Equipment Code by hand where necessary, this would allow the code to scan for input. To activate, put a checkmark in this box by clicking on it.

Double Space?

When selected, an extra blank row will print for each row.

Scan Barcode Items That Are In Stock

To input Barcoded items, so they are included in the physical inventory count, click on the Physical Inventory tab and in the Rental Physical Inventory menu select "Scan Barcode Items that are In Stock". The Physical Inventory Screen will appear.

Physical Inventory Screen

Scanning Barcoded Items in Shop

In the Physical Inventory Screen, click on PI dropdown tab and click on "Scanning Barcode Items In Shop" or click on the "Scanning Barcode Items In Shop" icon in the toolbar.
The prompt will be in the green Barcode # field. Scan or type in each barcode number to count.
If a barcode number of equipment is entered and it is not within the parameters of the inventory that have been specified (see PI Start Dialog Box, above), a message will appear to indicate that: "This item does not belong to this physical inventory selection."

Cancel Scanned Barcode Item

Barcodes outside of the physical inventory selection will not count. However, if an acceptable barcode is entered in error, to cancel it, click the PI dropdown tab and click "Cancel Scanned Barcode Item" or click on the Cancel Scanned Barcode Item icon in the toolbar.
The prompt will be in the red Barcode # field. Scan or type in each barcode number to cancel.

Note: To enter comments about the barcode that has been counted, click the View dropdown and click notes or click the note icon .

Batch Download from the Scanner Gun

To increase the physical inventory process, RTPro is able to download batch barcodes which are stored in the scanner. To do this, select Physical Inventory option inside the scanner application and scan barcodes in the offline mode. Then, put the scanner on the cradle and send batch data to the program and finally post the data.
For more details, refer to chapter 2 – Batch Barcoded screen.

Enter Noncoded Items that are In Stock

To enter the non-Barcoded items that are counted, click the Physical Inventory dropdown tab and in the Rental Physical Inventory menu select "Enter Non-Barcoded Items that are in Stock". Physical Inventory Noncoded data Entry Screen will appear.

Physical Inventory Noncoded Data Entry Screen

Equipment types that are not classified as Barcoded only and are within the specified ranges during physical inventory selection (See PI Start Dialog Box, above), will appear on The Physical Inventory Noncoded Data Entry screen. For each type of equipment to be counted, the Equipment code and Description, as well as the current quantities of items Owned, Out on Orders, In Repair, Previously Counted and Difference will display.

Add to Quantity Counted

In this column, enter the amount of items that have been counted. A negative quantity may be entered to correct amounts that are added in error.

Post Records

After the counted quantities are entered, they must post in one of three ways:
1. Push the F3 button.

2. Click on the Post Records button near the bottom of the screen.
3. Click on the Action drop down tab and click on Post Records.
The amounts in the Add to Quantity Counted column will be added to the amounts in the Previously Counted Column. The Add to Quantity Counted column is now empty and additional counts may be entered where necessary.

Difference

RTPro will add up the quantity out on rent, in repair and previously counted and subtract this figure from the quantity owned. Any differences will be displayed in this column. A negative figure means there are items missing, while a positive figure means more items are accounted for than are owned.
As part of the inventory process, shortages will be retired and overages will be added to inventory. Because adjustments will apply to your inventory, it is recommended that these differences are carefully reviewed. Any quantities that appear unreasonable should be investigated and changes should be made prior to proceeding (see the Physical Inventory Review Report and the Review and Update Inventory, later in this chapter).

Out On Orders

This screen will list the quantity of the equipment which is out for different orders. This screen also displays the date that this equipment was sent out and the expected return date. To access Physical Inventory- Out On Orders, double click on the "Qty Owned" column.

In Repair

This screen will show the quantity of the equipment which is sent to repair during the physical inventory. The date checked into repair and expected date out will be displayed in the list. To access Physical Inventory- In Repair, double click on the "In repair" column.

Download Batch Scanner

See details about this item in Chapter 2: Batch Barcoded screen.

Physical Inventory Reports

Click on the Physical Inventory drop down tab and move the mouse arrow to Physical Inventory Reports. These four reports can be useful tools, both during and after the counting to help in reconciling the inventory.

List of Counted Items

This report will display the Equipment Code, equipment Description and the Quantity that was scanned or inputted into the system. Detail column displays each Barcoded item that was entered as well as each non-Barcoded transaction. For example, if you have posted quantities counted more than once, including any negative entries, they will all appear.

Note: To show who entered the count as well as the date and the time of entry, before printing the report, checkmark “Include User Name and Time for Counted Items” box.

List of Missing/Extra items

For each type of equipment within the selected inventory range (see PI Start Dialog Box earlier in this chapter), RTPro adds the quantity counted to the quantities out on rent and in repair and subtracts them from the quantity owned. This report will display the differences on any equipment types that have missing items or overages. The Equipment Code, Description and quantity of the difference will be displayed. The detail column lists barcodes (and serial numbers if applicable) attached to the type of equipment that have not been counted.

Physical Inventory Rejection List

If during the physical inventory process, an item that has been scanned or entered gives an error, the record is stored in the rejection list. The rejection list can be printed and is helpful when doing research. This report contains some columns such as Barcode, UserID, Transaction Date and the comments column that shows the rejection error acquired during the physical inventory process.

Physical Inventory Review Report

This report will display the overall picture of your physical inventory. For all of the types of equipment within the selected range (see PI Start Dialog Box earlier in this chapter), this report will display the Equipment code, Description, and Quantity Owned. The current figures for quantities out on orders, Missing Barcoded, In Repair and Count will display as well as subtracted from the quantity owned to

provide the Difference. A negative figure means there are items missing, while a positive figure means more items are accounted for than are owned.
As part of the inventory process, shortages will be retired and overages will add to inventory. Because adjustments will apply to your inventory, it is recommended these differences are carefully reviewed. Any quantities that appear unreasonable should be investigated and changes should be made prior to proceeding (see Review and Update Inventory, later in this chapter).

Summary
Checking this box will only show the quantities for each of the fields.

Detail
For detailed information about each count, check this box. In addition to providing total summary counts for each of the fields, the specific barcodes and serial numbers are displayed. The order numbers will display for all items out on rent and the items that are in repair. The entry transactions for each non-Barcoded entry also will be displayed. The barcode numbers for missing items will also be displayed.

ONLY Print Equipment with a Difference
Regardless of whether a summary or detailed version of report is being used (see below), check this box if you only wish to see a list of the equipment that have counts over or under the quantity owned.

Physical Inventory Review and Update Inventory Screen
This screen summarizes the activity of the inventory for all of the types of equipment within the selected range (see PI Start Dialog Box earlier in this chapter). This screen will display the Equipment codes, Description, and quantities owned, out orders, in repair, counted and Missing Barcoded quantity. If there is a quantity in the difference column, the Comments column will display the resolution. For example, if there is a difference of one, the comment will say “Retire 1 Barcoded Item”.
Using the various Physical Inventory Reports (see above) as references, the differences and their comments can be reviewed for one more time.

Update
The left-hand column of the PI Review and Update Inventory screen is the Update column. A check mark in the box indicates that this Equipment will update, i.e. the resolution indicated in the Comments column will be implemented. If you do not wish to have the system automatically update an equipment type, click on the box to remove the check. Adjustments can be made by hand with the Rental Inventory and Retirement functions (see earlier in this chapter).

Update Inventory
Before continuing with the update inventory process, be sure the actions which will be taken for each equipment code is reviewed; once the update process is started it can not be cancelled.

From the PI Review and Update Inventory screen, there are three ways to update the inventory:
1. Push the F3 key.
2. Click on the Action dropdown key and click on Update Inventory.
3. Click on the Update Inventory button in the lower part of the screen.

The Confirm window will appear. The “No” button will take you back to the PI Review and Update Inventory screen for further review. The “Yes” button will prompt a second Confirm screen, again reminding you that the process cannot stop after it is started. Click “Yes” to continue the update.

Physical Inventory - In Stock and Counted
There is a screen available through the "Physical & Inventory Review Update inventory" screen which allows users to review the detail of items which are counted and in the stock. To have access, double click on the Count column if it has items counted.

End Physical Inventory Process
At anytime before the update inventory process the physical inventory session can be ended. All selection criteria and any counts that have been entered will be erased as though the process never started. The Physical Inventory reports for this session will not be available.
If you are working on a small selection of inventory, or if you are not too far into the inventory, the end process is a convenient way to start over if things are not going correctly. Obviously, if you are deep into a major inventory, it could be disastrous to end the inventory prematurely. It might be better to use the PI

Review and Update Screen (see above) to include those equipment types that have been reconciled, and update the portion of the inventory that has been completed before ending the session process.
Whether you have ended your inventory counts, or are starting over, to end the process, click on the Physical Inventory dropdown, and click on End Physical Inventory Process. A Confirm screen will appear to remind you about the session you are currently in. Click NO to return to the Inventory Menu. The inventory and review may continue at anytime. Click YES to end the current inventory and to prepare the system for a new one.

Sales Physical Inventory

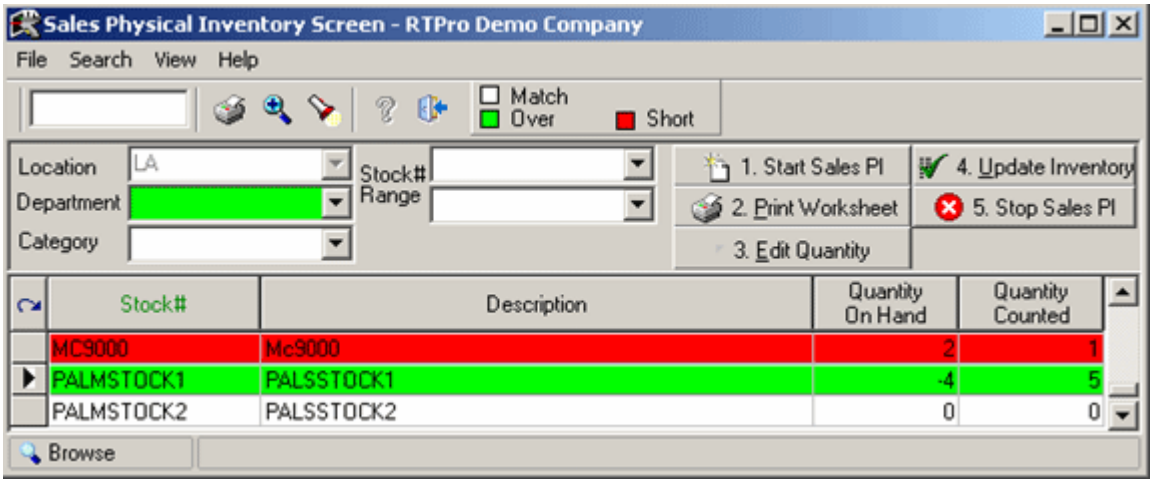
RTPro Physical inventory program gives some capabilities to taking a physical inventory of all of the sales items. After a physical count has been taken and all Stock items have been entered, database can be updated and synchronize Physical inventory with database.
The system automatically shows equality or inequality of expected quantity and physical counted quantity by changing the color of each row.

Red: Counted quantity is lower than Quantity On Hand (Expected Quantity).

Over: Counted quantity is higher than Quantity On Hand.

Match: Counted quantity is equal with Quantity On Hand.

You have some options to filtering the sales items such as Location, Department, Category, and Stock Range.
You can define your filtering criteria by these options and then click on Start Sales PI button to see the result.



Start Sales PI
When you click on this button all sales items in stock with their expected quantity will show on the screen.

Stop Sales PI
This button will close Sales Physical Inventory without any effects on the database and any un-posted data will be removed.

Edit Quantity
Clicking on this button occurs highlighting the Quantity Counted column and will let the user insert physical counted quantity of each sales item.

Update Inventory
This option will add to your sales inventory for items that were counted over and remove them from your sales inventory items that are counted Short. When you click on this button, a message box will appear for taking your confirmation.

Print Worksheet
This button will print the sales physical inventory grid.

Update Prices

Changes in prices of individual Equipment Code or Stock Number may occasionally be done in Rental Inventory and Sales Inventory (see Rental Inventory and Sales Inventory earlier in this chapter). However, those changes must do one at a time and they take effect immediately.

To implement a major price change across the whole inventory, the Update Prices process can be more effective. First, the inventory will appear in a grid style worksheet that allows you to move directly from one entry to the next. Secondly, the prices will not take effect until you are ready. For example, you may be planning a price change to take effect on July 1 to coincide with the release of a new catalogue. You may prepare, input and review the pricing during April, May and June. On July 1, with the press of a button, the new prices can roll into system. Quotes done on July 1 and after would use the new prices.

Enter New Rental Prices

To get to the Update Rental Prices screen, click on the Update Prices drop down tab and select Enter New Rental Prices.

Update Rental Prices Screen

The Equipment Code, Description, Daily, and Weekly Prices default over from the equipment records for each type of equipment on file. These four fields cannot be edited from this screen. If changes are necessary, make them in the Equipment Table (see the beginning of this chapter).

Note: New prices may be entered while working in the grid, as described below, or click the Detail icon then press Edit icon to work in a detail screen mode. Whichever method is used, the prices will not update to the Equipment Table from this screen. You must use the Rollover New Rental Prices feature (see below).

New Daily

In this column, place the cursor on the equipment line to be changed. Enter the New Daily rental price and press Enter to continue to the New Weekly rental price for this Equipment Code or use the down arrow to move to the next New Daily rental price. No changes will be made and the Daily price will remain the same for those Equipment Codes that have no entry in the New Daily column.

Daily Inc.

When a New Daily rental price is entered, this column will reflect the increase from the old Daily rental price to the New Daily rental price in dollars and cents.

Daily Inc. percentage

When a New Daily Price is entered, a number in this column is the percentage of increase between the old Daily rental price and new Daily rental price.

New Weekly

In this column, enter the New Weekly rental price. Use the down arrow to move to the next New Weekly rental price. Use Enter to jump to the next New Daily rental price. No changes will be made and the Weekly price will remain the same for those Equipment Codes that have no entry in the New Weekly column.

Weekly Inc.

When a new Weekly Price is entered, this column will reflect the increase from the old Weekly Price to the new Weekly Price in dollars and cents.

Weekly Inc. percentage

When a new Weekly Price is entered, a number in this column is the percentage of increase between the old Weekly Price and new Weekly Price.

Increase All Prices

To increase all daily/weekly prices by the same percentage, use this option. The number that you enter in "Update Rental Prices Increase" dialog box is the percent that will be added to the daily/weekly price of all equipment codes.

Note: To decrease all daily prices, negative numbers can be entered.

Note: Program can round up the value of the prices to the nearest dollar using Roll Up checkbox, if they are increased.

Enter New Sales Prices

To get to the Update Sales Prices screen, click on the Update Prices drop down tab and select Enter New Sales Prices.

Update Sales Prices Screen

In this screen the Stock #, Description, Cost and Prices default over from the sales inventory for each Stock Number on file. These four fields cannot be edited from this screen. If changes are necessary, make them in the Sales Inventory Table (see earlier in this chapter).

Note: New prices may be entered while working in the grid, as described below, or click the Detail icon then press the Edit icon to work in a detail screen mode. Whichever method is used, the prices will not be updated to the Sales Inventory from this screen. You must use the Rollover New Sales Prices feature (see below).

There are several ways to update the Sales prices:

New Cost

In this column, enter the New Cost and press Enter to continue to the New Price for this Stock #. Or use the down arrow to move to the next New Cost. No changes will be made and the Cost will remain the same for those Stock #s that have no entry in the New Cost column.

Cost Inc.

When a New Cost is entered, this column will reflect the increase from the old Cost to the New Cost in dollars and cents. If the new cost is less than old one the Cost Inc. will show the subtraction result in the parenthesis.

Cost Inc. percentage

When a New Cost is entered, a number in this column is the percentage of increase or decrease between the old Cost and New Cost.

New Price

In this column, enter the New Price. Use the down arrow to move to the next New Price. No changes will be made and the Price will remain the same for those Stock #s that have no entry in the New Price column.

Price Inc.

When a New Price is entered, this column will reflect the increase from the old Price to the New Price in dollars and cents. If the new price is less than old one the Cost Inc. will show the subtraction result in the parenthesis.

Price Inc. percentage

When a New Price is entered, a number in this column is the percentage of increase or decrease between the old Price and New Price.

Increase All by Percentage

To increase all costs/prices by the same percentage, use this option. The number that you enter in "Update Sales Prices Increase" dialog box is the percent that will be added to costs/prices of all sales stock items.

Note: To decrease all costs/prices, negative numbers can be entered.

Note: Program can round up the value of the price/cost to the nearest dollar using Roll Up checkbox, if they are increased.

Rollover New Rental Prices

As price change entries are made in the Update Rental Prices Screen (see above), they will not update to the Equipment Table. This allows you to continue to prepare and review the price changes until you are ready to update them all at once.

By clicking on Update Prices drop down tab, or click on Rollover New Rental Prices, you will come to this screen. The update may be limited to a Department, Category or combination.

Department

If updating prices by Department, it must come from the Department table. To enter in a department, type in the Department Code or click the drop down arrow to choose a department from the Department Lookup.

Category

If updating prices by a Category, it must come from the Category table. Enter in the Category code or by clicking the drop down arrow to choose a Category from the Rental Category Lookup.
Leaving the Department and Category blank will update all. Click "OK" if you wish to continue. A Confirm screen will appear as a reminder that all of the Daily and Weekly prices will update with the New Daily and New Weekly prices. Click "Yes" to continue. Another Confirm screen will appear asking if you are sure. Click "Yes" to continue and finish the process.

Rollover New Sales Prices

As price change entries are made in the Update New Sales Prices Screen (see above), they are not updated to the Sales Inventory. This allows you to continue to prepare and review the price changes until you are ready to update them all at once.
By clicking on Update Prices drop down tab or click on Rollover New Sales Prices, you will come to this screen. The update may be limited to a Department, Category or combination.

Department

If updating prices by a department, it must come from the Department table. To enter in a department, type in the Department Code or click the drop down arrow to choose a department from the Department Lookup.

Category

If updating prices by a Category, it must come from the Category table. Enter in the Category code or by clicking the drop down arrow to choose a Category from the Rental Category Lookup.
Leaving the Department and Category blank will update all. Click "OK" if you wish to continue. A Confirm screen will appear as a reminder that all of the Costs and Prices for Sales will update. Click "Yes" to continue. Another Confirm screen will appear asking if you are sure. Click "Yes" to continue and finish the process.

Chapter

6

Order Processing

In This Chapter:

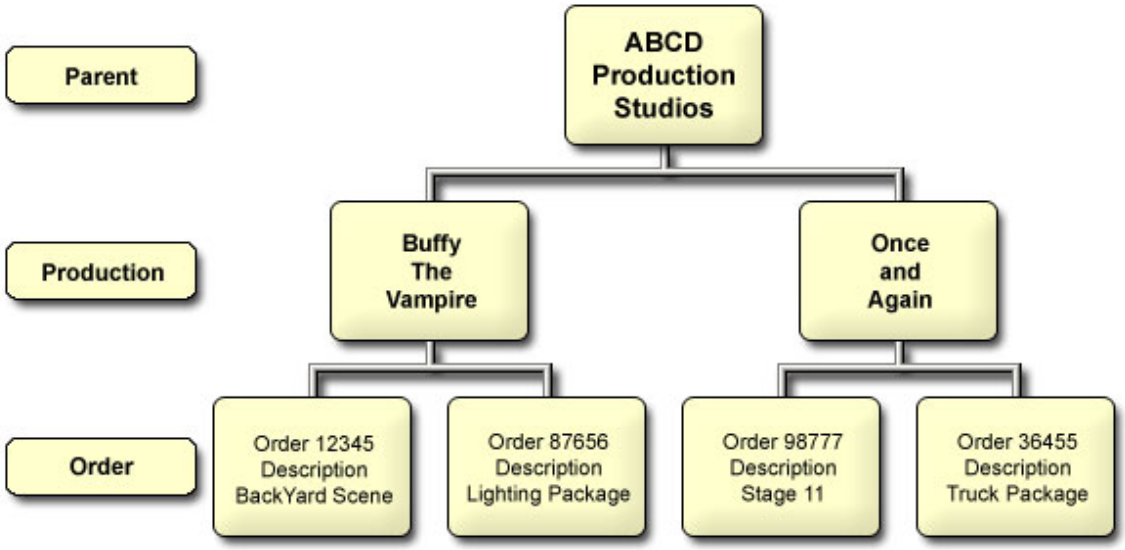
Understanding the Rental Tracker Hierarchy
Order Processing Screen
Order Header Screen
Order Billing Schedule
Rental Order Screen
Pick List Screen
Create and using Kits
Sub Renting Equipments
Understanding the pricing and updating features
Sales Order Screen
Check Out Process
Check In Process
Rental Checkin Screen
Order Processing Reports

Order Processing Module

The Order Processing Module handles all the rental quotes, reservations and orders, sales orders, rental checkout, rental sub rentals, and rental Check-in. This module allows the user to create parent, production, contact and order records. When entering into the Order Processing Module the Order Processing Screen will appear.

Understanding the Rental Tracker Hierarchy

Rental Tracker Pro operates on a three-tiered hierarchy.
The first level of the hierarchy is the Parent Level. The next level is the Production Level. The third level is the Order Level.
Each parent company can have several productions. Each production, by itself can have several orders.



The Parent level is optional while the Production and Order levels are required. The Parent level allows the user revenue generated by a parent company.
There is a fourth level which is optional. This level is the Contact level and it is linked to orders. A contact is a person, such as a best boy, gaffer or lead man, responsible for the rental items. Orders can be retrieved across a contact. There is the ability to look at all the orders the contact has been linked to. A report of the revenue generated from a contact is also available.

Order Processing Screen

Definitions of Common Functions

You can edit Parents or add them here. The ( ) is to add a new parent record. The ( ) brings up the full parent information screen and allows the user to edit the parent record.

You can edit Productions or add them here. The ( ) is to add a new production record. The ( ) brings up the full production information screen and allows the user to edit the production record.

You can add or edit an Order by using these buttons. The ( ) is to add a

new order record. The ( ) brings up the full order information screen and allows the user to edit the order record.

"R" is for Rental checkout screen and "S" is for the Sales shipping screen.

"Or" is for the Rental Check-in Screen By Order, "Pr" is for Rental and Sales Check-in for multi-order, "Pa" is for the Rental Check-in Screen By Parent and "All" is for the Rental Check-in Screen across all orders.

This button opens "Rental Order Screen".

This button opens "Sales Order Screen".

This button opens "Order Total Screen".

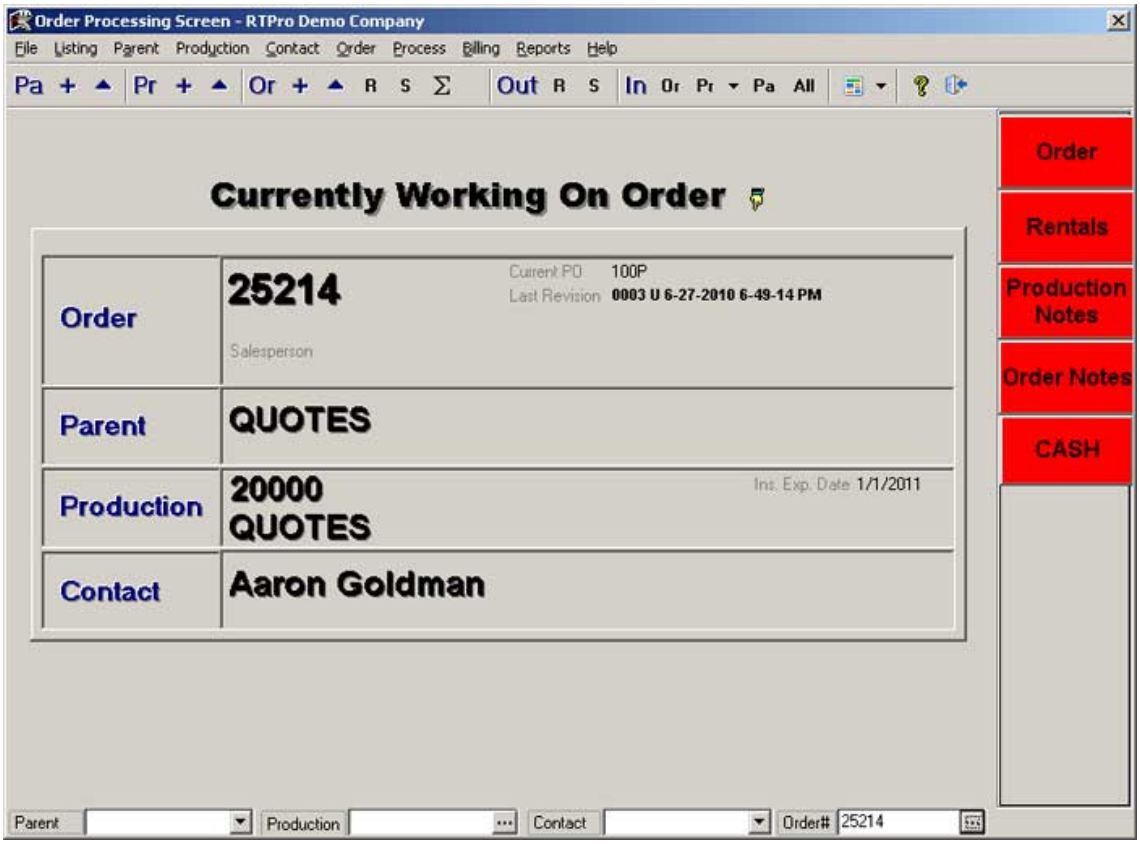
A parent code/name can be entered in this field. Within system setup, sort order can be setup as code or name. When entering a value, the system will validate against the sort order. RTPro has an auto-populating feature, which goes to the closest occurrence of the record as value typing. Clicking on the ( ) brings up the complete parent listing.

A production code/name can be entered in this field. Within system setup, sort order can be setup as code or name. When entering a value the system will validate against the sort order. RTPro has an auto-populating feature, which goes to the closest occurrence of the record as the value typed in. If the parent field is filled in and if it is clicked on the , then only the productions for the parent will list. This is very helpful when reviewing the productions across a parent.

After selecting a contact in this list click on the order and a list of orders for the selected contact will display. The icon will show a list of all contacts.

You can enter an order number here. The icon shows a list menu to choose the most recent 50, 200 or all orders. If one of the parent, contact or production fields was filled in before, clicking this icon will show the full list immediately showing orders for that order, production or contact.

There are many fields which are valaidated against tables. Some of these types of fields are "Tax Type" and "Production Type", Parent and Product. For details on adding codes to these tables, see the File Maintenance section.



As you see in this image, some functions of this section are included in the toolbar.
You can add parent records or production records here. If you have selected a parent or production, you can add new orders too. For editing or browsing orders, you may filter them by parent, production or contact (described earlier in this chapter).
After selecting an order, you can see its brief information in the center box. You can also click on any text to view or edit the details of each section (such as parent, contact, production or order header details).

Note: If an order has Order Notes, Parent Notes or Production Notes, a red box will appear in right section of Order Processing Screen. If you click on the box, you can see and edit the notes. Some of these boxes are just alert e.g. Insurance Expired.

RTPro has the ability to save order/quote/reservation revisions. Every time usage dates or ordering are changed, the revision will be saved. Saving the revisions is an option that can be activated in the System Setup. For more details about this option, refer to "System Setup – Saving Revisions".

If the save revision option is activated, you can see the last revision in this screen in front of the order number and its type (order / quote / reservation). By such information, you will see the user code of the person who revised this (order / quote / reservation), date and time of revision.
In the same section, you can see some helpful information such as Order Type – (Quote, Reservations and Order), Activity (Sales, Rentals), (PO required) indicator, Expired Insurance and over credit limit indicator. Only some of these indicators are available. If Accounts Receivable module of RTPro is used, Security deposit indicates if one exists on production of order.

Steps to add a New Quote/Reservation/Order

To add a new rental quote/reservation/order, first determine if there is a production company already established for the order.

To check if the production company exists, click on the next to the Production label. A list of all productions (customers) will be listed. If the Production exists, double click on the Production. If the Production does not exist, then it can be added.

When the production is selected from the Production List, the system will return to Order Processing Screen. If the production is active then to add a new order, click on the icon. The system will prompt to add a new order then select “Yes”. Order Header Screen will appear.

View Barcode

This option allows the user to search a barcode. When the barcode is entered or scanned, the inventory screen will appear. This function is helpful for giving a customer a price for an item, or check status of an item. You can click on this item in File menu or Press Ctrl-B. A hot key Ctrl-F12 will bring up the barcode search from any screen.

View Noncode

This option is used when a Noncoded item is returned and user does not know what order it belongs to. Enter in the Equipment code you are searching agains and press the Refresh button, then you will see a list of all orders and can select an order from the list and proceed with the Check-in process.
To access this option, you can select its menu item under File menu or press CTRL-N.

Rental Availability

From the Rental availability Screen the availability of equipment for each location can be checked. For more details, refer to Inventory chapter.

Download Batch Scanner

This option allows downloading barcodes and noncoded items from a batch barcode scanner. For more details, see Download Batch Scanner.

Note: The File menu also displays the last 10 orders that have been worked on from the workstation. The display was added to help users keep track of the orders recently worked on.

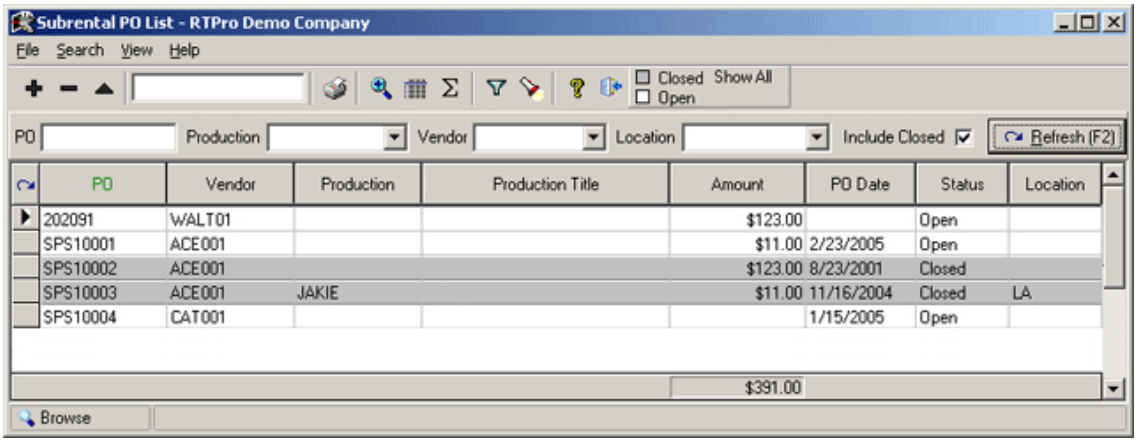
List of Orders by type

All orders can be shown in a list. This list can be filtered by type of orders. To do this, select a desired order type from Listing Menu. Available filters are Quotes, Reservations, Orders, Cancelled or All. By selecting All Orders, you can see a list of all orders colored by order type and described in the screen legend.

Note: There is Dollar sign icon in the Order List screen, when it is pushed; it displays the "1st Week" and "Current Price" for each order. The values of these columns will be the same values displayed in the bottom left of the Rental Order Screen when the Display Totals button is clicked.

Subrental Purchase Order Listing

This item shows all Purchase orders for Subrental. You can filter this list by PO, Production, Vendor and Location. To include subrental POs with closed status in the list select “Include Closed” checkbox. The total amount of listed POs will be shown at the bottom of the screen.



Subrental Purchase Order Total

Σ You can see the balance of each purchase order. Right click on a desired record and choose Display Totals from the menu, or click on its icon in the toolbar.

Subrental PO Invoice

This screen will list all invoices that are attached to a subrental PO. The total amount of attached invoices will be shown at the bottom of the screen. "Subrental PO Invoice" screen is available via "Subrental PO Totals".

Checkout Reocrds

To see checked out subrental equipment attached to a PO, use this screen. Checkout records are described in detail about an order and production on which this item was checked out. Returned items are shown as white and not returned as green.

Subrental Purchase Order Listing

To see the detail of a purchase order, double-click on a desired record or choose Detail Information from right-click menu.

Order Processing Activities

Add, Edit, View Orders

These features will be described later in this chapter in detail. Refer to Order Header Screen for more details.

Duplicating Current Order

Using this feature, you can duplicate a current order and copy all items that are ordered or shipped in it.
You can access this feature from Order Menu of the Order Processing screen.
There are copy options available. You can choose to include all rental items, sale items or both. Selecting "Use Quantity Ordered" will order the exact quantity of ordered items from current order to duplicated one; whereas selecting "Use Quantity Shipped", will only include the items which were shipped on the original order. There is an option to Use Equipment Table Pricing, which will copy over the latest pricing from the equipment table; otherwise if not checkmarked the pricing established on the order will be used. This option will be useful, if prices are changed after creating current order. Customized Records and Shipping Charges can also be copied into the duplicated order if they are checked to include.

Note: Before duplicating an order, the order must be selected and displayed on the screen.

Note: After duplicating an order, new order will be displayed on the order processing screen. A message will come up stating 'Order is duplicated successfully'. All parents, productions and contacts will be the same.

Hint: You can create the same order for another production by duplicating an order and moving it to the new production (See "Move Order to a different Production" in this chapter).

Delete an Order
There is an ability to delete an order. Select this feature from Order menu of Order processing screen.

Note: An order can be deleted if there are no transactions attached to it such as checkout.

Rental and Sales Order Screens
Within the Rental and Sales Order Screen equipment and sales items can be ordered, reviewed, adjusted and subrented. There are shortcuts keys F3 & F4 shortcuts. For more details, see Rental Order Screen and Sales Order Screen later in this chapter.

Order Total Screen
It gives a snapshot of the rental, sales, and shipping, replace price and cost. You can choose to see, shipment or rental totals separately. This feature is accessible from Order menu of Order Processing Screen.

Browsing Order Revision History
Within RTPro is the ability to save revisions when the rental order entry is altered. To save revisions, refer to the Save revision in Administration, system setup section. If your system is set to store revisions, then you can review revisions. By clicking on the Order Revision History option, a list of revisions will be displayed then select a revision to view. A revision cannot be rolled back. This feature is accessible from Order menu of Order Processing Screen.

Note: Revisions will be saved in PDF format.

Update Status
This option refreshes the status of an order. Many factors affect this characteristic status, such as when items are ordered, shipped, billed. The system updates the status of an order automatically when activity happens. However, if status is not refreshed, you can use this option.

Move Order to Live
This option can restore an order from history. Orders in history are not visible in the Order Processing Screen and are only available from History Screen which can be seen from History Menu.

Check in/out processes

Features in this menu will open screens for checkout and check-in processes. For more details, refer to Check in/out processes later in this chapter.

Checkout Rentals
This menu item opens the "Rental Checkout Screen". You can also get into the Rental Checkout Screen by pressing F5 on Order Processing Screen.

Checkout Sales
This menu item opens the "Sales Checkout Screen". Items can be shipped, Not-Shipped and Returned to the selected order. This screen is also accessible by pressing F6 on Order Processing Screen.

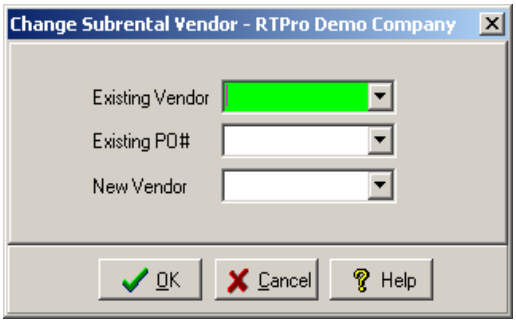
Checkin Rentals
In Order Processing Screen, items can be checked in across a production (F8) ~~or~~ an order (F7) or by parent company.

Change Checkout Date
This function allows the user to alter the rental check out date/time in an order. This function is helpful when items are checked out by mistake on the wrong date or time. The system will prompt for the previous date and time and the new date and time.

Change Check in Date
This function allows the user to alter the rental Check-in date/time in an order. This function is helpful when items are checked-in by mistake on the wrong date or time. The system will prompt for the previous date and time and the new date and time.

Change Subrental Vendor

The purpose of this option is, when a user wants to change a Vendor to another Vendor for the Currently Working order on the Order Processing Screen. This option will be available under the Process menu. The vendor can be changed only when an order is selected on Order Processing.



Billing

Billing features are available from Billing menu of Order Processing Screen.

Listing of all Invoices

A list of all invoices attached to current order will be listed. Invoice types are separated in the list with different colors as follows:
Gray - Previews
Blue - Drafts
Red - Voids
Green - Credits
White - Invoices

Create a New Invoice

This option allows the user to create a bill for the selected order. Users can create a Preview or Draft for different cases such as Rentals, Sales and Loss on specific period. Selecting "Create Invoice if total is $0.00" will create a new invoice even if the order has billable items which are a 0.00 price. Refer to the Billing chapter for more details.

Order Header

Order Header Screen

You will see this screen when you click on Order number in the middle box or by pressing F2, or selecting "View/Edit Order Header" from Order menu. You can see the header information of an order here. In addition, the red indicator boxes on the right side of the screen show some important information about order. When creating a new order, billing information, shipping information and some other fields will default over from production. Available fields are as follows:

Delivery Notes

Delivery notes can be input on the order level. The delivery notes print out on the Pull list. The notes print above the header section. In the order processing section and order header screen, the system displays if there are delivery notes in the red indicator section.

Force Close Order

When selected, a message comes up and asks, 'Are you sure'? If 'Yes', program will close and mark the opened order to Stop All Billing even if there is an unshipped item. If the order has an item that is not checked in and a Draft attached to it, program does not allow closing the order. The closed order can be return to live by selecting 'Open Order'. Please note that the Open Order option is only available when the Order is closed.

Attachment List

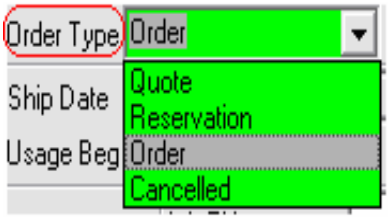
This option allows files to be attached to an order, for example, a picture, a signed agreement, or perhaps a certificate of insurance document. The Attachment List screen consists of three parts; Scan File,

which allows you to attach files using scanner, Browse File section and Attachment list that shows the attached files. Attached files can be opened or deleted using right click menu.

Currency
If your company is a multi-currency one, you will see this field. You can select the currency to calculate the price for this order.

Lock
If checked, order will be locked and editing or ordering of equipment and sales will not be allowed.

Order Type
The order type can be a Quote, Reservation, confirmed Order or Cancelled. There is logic behind the order type.



Quote
Barcodes and noncoded items cannot be checked out, and Sales items cannot be shipped.
Quotes do not affect the availability figures in any place in the system, however from the Order Processing, Rental Order Entry Screen, the user can see how the specific quote would affect the availability.
Note: Quotes are not available for billing.

Reservation
Equipment and Sales Stock Items can be ordered but cannot be checked out and Sales items cannot be shipped. Equipment availability is affected. Reservations cannot be billed.

Order
Equipment can be ordered and checked out, and Sales items can be shipped. Equipment availability is affected. An Order can be billed.

Cancelled
Quotes and Reservations can be cancelled and if the order type is Order it can be cancelled only if there is not checkouts or billing against the order.

Location
The location field can distinguish the ownership of the order. The location field will be prompted, if the multi location feature is set in System Setup. To set this feature, refer to the System Setup section in the Administration Module. To enter a location, type in the location code or select the location from the drop down list.

Quote Date
This is the Quote creation date. The default date is the system date.

Pull Date
Pull date reflects the date that equipment is to be pulled out of inventory. The default date is the system date.

Ship Date
Ship date reflects the date that equipment will be shipped out of the warehouse. The default is the pull date.

Return Date
Return date reflects the date that equipment is expected to be returned to warehouse. The default date is blank. But User must fill in this field to be able to save the order.

Week – To save time, Users can click on Week icon enter in the number of weeks and based on number of weeks entered the return date will be calculated.

Check-in Date
Check-in Date is expected date that equipment will be checked-in.

Usage Begin Date

The Usage Begin date reflects the beginning of billing date. This date will default over from the ship date.

Usage End Date

The Usage End date reflects the expected end billing date. This date will default over from the return date. The usage end date is used for quoting, if a customer keeps items out past the usage end date the billing charges are still calculated past the end usage date.

Week – To save time, Users can click on Week icon enter a value and based on number of weeks entered the usage date will be calculated.

Production

This is the production code that the order belongs to.

Billing Name & Address

The Billing Name & Address default over from the Billing Name & Address on the Production level. The Billing Name & Address prints out on several customers reports such as Quote sheet, Checkout sheet (contract), Check-in sheet, and Invoice.

Job Title

Use this as a description for the order. The Job Title makes it easier for a user to find a specific order. The Job Title appears on several listings and customer reports.

Shipping Name & Address

Shipping Name & Address can be typed or selected from drop down list. The Shipping Name & Address appears on customer reports and shipping labels.

Billing Contact

The accounting contact should be entered in this field. This field is defaulted over from the production that this order is relevant to.

Billing Contact Information

This field may contain phone or fax numbers and any additional billing information. This field is defaulted over from the production that this order is relevant to.

Customer Contact

This person is responsible for the order. Examples of the customer contact would be the best boy, grip, or gaffer. The customer contact must exist on the customer contact table. To select a customer contact, click on the drop down list. If the contact does not exist, the contact can be added from the Contact list.

Ship Method

The Ship Method validates against the Shipping Method table. User can select ship method from the list. Refer to Ship Method on File Maintenance chapter.

Return Method

The Return Method validates against the Return Method table. A return method can be selected from the drop down list.

Payment Type

The type of payment that the invoice of an order should be paid. The method of payment is used to filter information on various reports. Payment Type field is used in the Billing and AR modules. The payment type validates against Payment Type table. Refer to Payment Type on File Maintenance chapter.

Tax Type

Tax will calculate from the tax type's setup entered here. The Tax Type validates against Tax table.

Bill Type

The Bill Type dictates how the order will be billed. A security check is performed when changing a bill type.

Regular Bill - The order will bill from the default system billing schedule or if a billing schedule is setup for the specific production or order the system will bill according to it. See "Setting up a billing schedule" section for details. This order will appear on billing reports and it is considered in revenue & estimated revenue reports.

No Charge - The order will not bill. An order with a no charge will not appear on any billing reports, estimated revenue or revenue reports.

No Further Bill - When an order is marked No Further Bill, the rental billing stops. The order will not appear on billing reports or estimated revenue reports for rentals. The system will continue to calculate charges for sales, loss, and damages.

No Charge Sales - Sales items will not be charged against the order. All other charges will still be calculated.

Stop All Billing - When Bill Type is set to Stop All Billing then no further billing charges will be calculated for the order. There will be no charges for Rentals, Sales, Loss, Damages or Shipping once the order is marked as Stop All Billing.

Hold – When an order is marked on hold the order will not appear on the 'Orders to Bill' screens and reports. The order is temporarily suspended from billing until the order is taken off of hold.

Stop Sales – When an order is marked as Stop Sales any further sales charges will not be calculated.

NOTE – The bill type is used in the RTPro logic when closing out orders. When the bill type is changed a record will be written to the exception file, noting the change, the date and who did the change.

Salesperson

This person in your shop that gets credit for the order. The Salesperson will default over from the order to the invoice. A revenue report by salesperson is available. If the "Require Salesperson on Order Header" in System Setup is used, this field will be required and user must select it to be able to save the order.

Daily/Weekly

When rentals are ordered, they are calculated on a daily or weekly rate. When selecting Daily or Weekly, the Rental Entry Screen will default over with the value of the daily/weekly price from the equipment table setup. The Daily and Weekly can be changed for each item on the Rental Entry Screen.

Days per Week

This is the number of days that the customer will be charged for a week. The Days per Week will default over to the Rental Entry Screen.

Terms

The Terms indicate the interval of payment that the invoice should be paid. An example would be Net 15, Net 30. Terms are validated against the Terms table.

Production Type

This field identifies the production type code. You can type this code or select it from list.

Project

The purpose of this field is to link an order to a Project. A project can span across orders, which is linked to different productions. An example of a Project would be the "Winter Olympics." If there is several production companies with orders for the "Winter Olympics," by designating the "Winter Olympics" as the Project, all orders can be linked to this Project. This would enable you to see all of the orders related to the "Winter Olympics". A revenue-generated report is available to run against the Project. The project field is validated against the Project table in File Maintenance module.

Job Component

This field indicates type of equipment that will be added to an order like Visual Effects or Lighting Package.

Customer Notes

This area is put aside for notes, which can print on an order header section of some reports like Quote sheet or Pull list.

Print Notes

If the customer's notes should be printed on customer reports, then this field should be check-marked.

Purchase Order

Multiple Purchase Orders can be linked to an order. Click on the (+) to add a new purchase order. A Purchase order screen will appear. A purchase order can be entered or selected from a list of purchase orders attached to the production. To select a purchase order already created for the production, click on the icon. When a purchase order is attached to an order, the most current purchase order will be

carried over to the invoice when the order is billed. Reports can be run to see the invoices and/or orders attached to a purchase order.

There is some useful information at the bottom of the screen. This information includes order creation date, user create by, the order revised date, user who revised, the order status, billing status, last invoice, last billing dates, and last invoice billed amount.

Billing status

Billing status shows the status of billing for current order. The different billing statuses are Billed, Not-Billed or Partial-Billed.

Order status

An explanation of each order status is given below:

Empty - Rental and Sales items have not been ordered or checked out/shipped. No transactions across the order have happened.

Not-Ship – Rentals and/or Sales have been ordered but not shipped.

Part-Ship – Rental and/or Sales have been ordered and partially checked out/shipped.

Shipped – Rentals and/or Sales have been ordered and completely checked out/shipped.

Part-Ret – Rental and/or Sales have been ordered and checked out/shipped. Rental items are partially returned.

Returned – Rental and/or Sales are ordered and sales are shipped. Rentals are completely returned.

Schedule – There is only a labor or space schedule attached to the order.

Closed – The order is closed. All items have been shipped, returned and billed. There are no pending charges for the order**.**

Another way to add a quote/reservation/order

From the production header screen, click icon.

Move to / Restore from History

It is possible to move an order to history. This type of order will not be shown in active order list. To move order to history, select “Move to history” from History menu through the “Order Header screen”.
If an order is in history, the order can be restored. This option is only available from the History module.
In some cases it is impossible to move an order to history, For example:
Within an order some items are still out and not returned yet.
The order is not completely billed.

Note: If you insist on moving a not billed order to History, from Order Header Screen, set Bill Type to Stop All Billing.

Move Order to a different Production

You can move an order to a different production. This may be useful if you have created an order in a wrong production. This function is helpful when you have duplicated an existing order and need to move it to a new production.
To move an order, in "Order Header Screen", click on "Move Order to a different Production" from Move menu.

Order Billing Schedule

This is the Billing Schedule function. RTPro is designed to create an invoice for billable rental items on a weekly basis. Variations to standard weekly invoicing can be designed by setting up a billing schedule. For example, you may wish to only invoice an order every week or perhaps invoice with a 50% discount every four weeks. Use the billing schedule to define these billing periods so that certain reports and invoicing procedures will prompt billing periods for the order according to your schedule and amounts, rather than the weekly default settings. See Setting up Billing Schedules in Chapter 3 for more details.

A billing schedule exclusive to this order can be built. Click on the Add icon. The Cycle field will be populated with the next available cycle #. Enter the following fields.

Number of Weeks

This is the number of weeks that a cycle will be billed. When you choose number of weeks, the date fields will automatically fill in. The begin date is the next available begin date and the end date is based on the number of weeks entered.

Discount Percentage

If a discount should be applied to the rental charges, enter a discount. The discount will be applied at the time of billing the order. The discount will be applied on top of any discount given from the Rental Order Entry Screen.

Fixed Amount

If a fixed amount should be charged for the cycle, then enter the fixed amount. The fixed amount will affect the subtotal column of invoice. The system will back in the rental items charges into the fixed amount total. The rental items discount column will be affected.

You may add additional cycles until the desired billing schedule is completed. In the Stop/Loop field, enter the desired schedule action as Loop or Stop. In the Cycle field, enter the cycle # in which the Loop or Stop Action will take ffect.

Create Billing Schedule from Template

To use a billing schedule from a template, (see Setting up Billing Schedules in Chapter 3) that has been created, enter a billing code or use the drop down arrow to choose one from the Billing Schedule Lookup. Then click on the "Create Billing Schedule" button. The date fields will populate according to the order and template criteria, while the rest of the fields will populate with the data from the template. These fields can be edited and additional cycles can be added by clicking on the Add button. If changes or additions are made, be sure to check the Stop/Loop and Cycle fields to see if they need to be adjusted.

Create Billing Schedule from Production

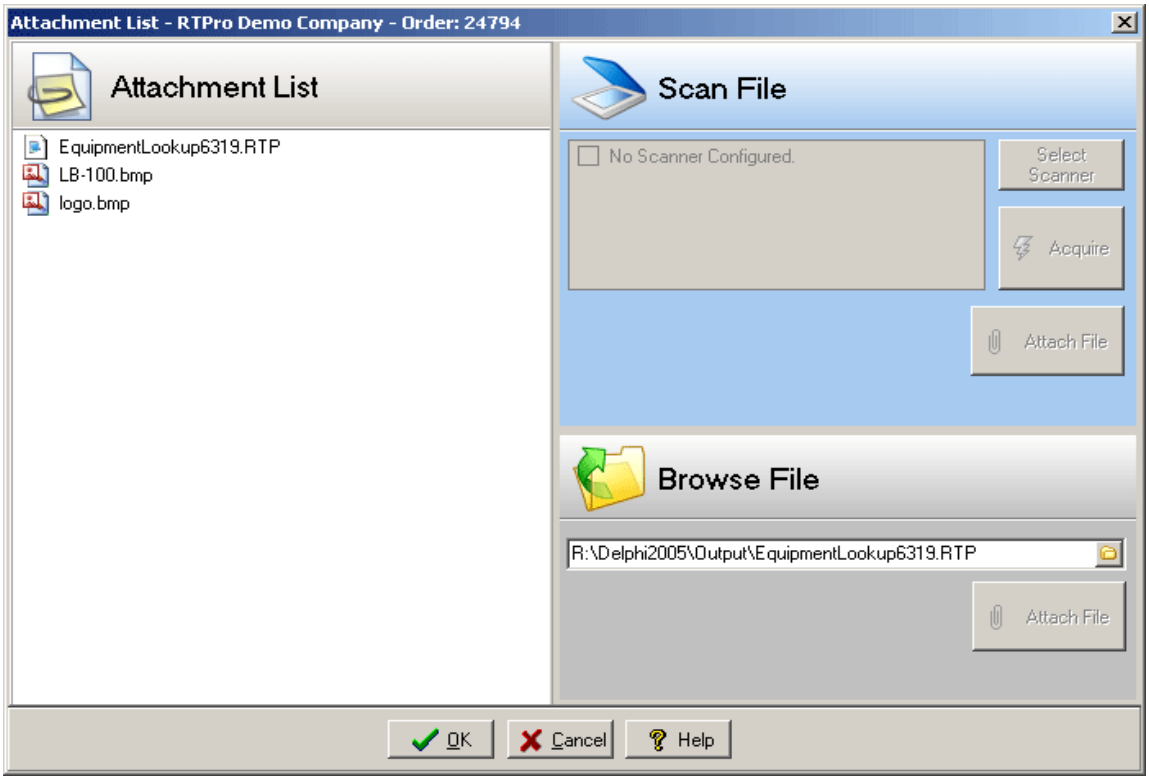
If the production for this order has a billing schedule created for it, it may be used on this order by clicking on this button (see Functions Available in the Production Header Screen, later in this chapter). The date fields will populate according to the order and production template criteria, while the rest of the fields will populate with the data from the template. These fields can be edited and additional cycles can be added by clicking on the Add button. If changes or additions are made, be sure to check the Stop/Loop and Cycle fields to see if they need to be adjusted.

Note: If you intend to select a cycle from the list as next billing schedule cycle, select the desired cycle and right click, choose "Mark this Cycle as the Next Cycle to Bill".

Attachment List

This option allows files to be attached to an order, for example, a picture, a signed agreement, or perhaps a certificate of insurance document. The Attachment List screen consists of three parts; Scan File, which allows you to attach files using scanner, Browse File section and Attachment list that shows the attached files. Attached files can be opened or deleted using right click menu.

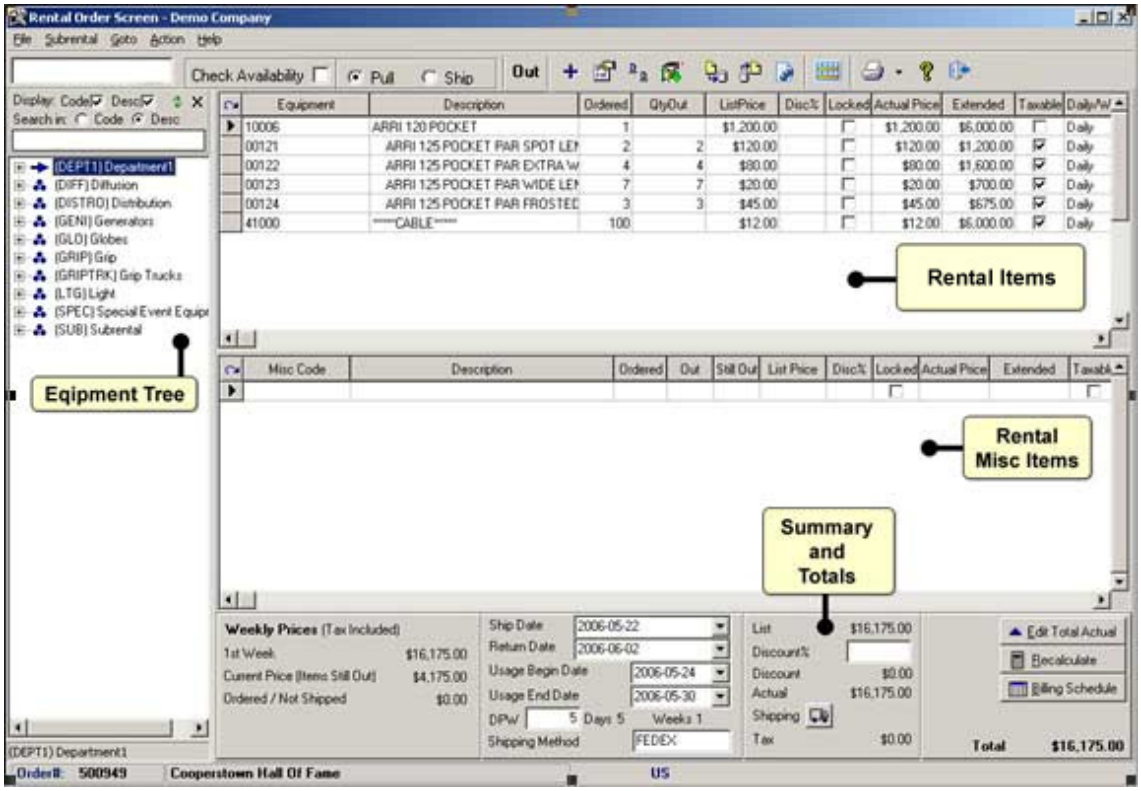
Note: This screen is also accessible through the Production Entry Screen.



Rental Order

Rental Order Screen

Within the "Rental Order Screen" equipment can be ordered, prices can be edited and reviewed and a quote can be printed.
Rental Order Screen is divided into 4 sections:
1. Equipment Tree
2. Rental Items (Barcoded and Noncoded)
3. Rental Miscellaneous Items
4. Summary and Totals



Equipment Tree

In "Rental Order screen", Equipment Tree is invisible by default; it can be opened by clicking on the Drag Drop item from Action menu or F3 button. In this tree, a list of all rental equipment in the company's warehouses can be seen. This list is arranged in four levels to show: Departments, Main items, Equipment and their Accessories. To add one item or more to a rental list, drag items from Equipment Tree to rental order list. After dropping item into the list, cursor will stop on "Ordered" column. The quantity can be entered or you can accept (1) by default. Equipment Tree node's can be shown by Codes, Description, or both by user's choice. There is a refresh button to update the list for the latest changes. You can search this list by Code or Description. To continue searching, just press F2 after first search. List will search from current position to the end.

Note: If equipment which has accessories is dragged from equipment tree to the list, system will ask to add accessories. If an accessory is dragged from the tree, it will be added as a single item.

Rental Items

Items that are ordered will be shown in this section. Here, equipment can be added by typing the codes or selecting them from the drop down list in the "Equipment" column. Fields which can be edited on a line item are the quantity, list price, actual price, discount %, locked column, taxable, daily/weekly, days per week, GL account, the sort order, and the internal and customer notes. Some of the fields have security logic and a user will need to be permitted in order to change. Also if the equipment is set as a non-discountable item in the equipment table setup, the user will not be allowed to apply a discount to a line.

Note: To remove items from list, set their quantity to zero.

Note: If No Charge column is checked, then program will set Rental Discount Percentage to 100, Rental Locked to 1 and Rental Actual Price to 0 and Rental Extended to 0.

Note: If No Charge column is checked, program prints Discount, Actual Price columns as blank and the word "No Charge" in the Extended column for the Quote Sheet, Checkout Sheet, Current Week Contract and Invoice Detail reports.

Note: If you remove or change equipment that has accessories, the system will ask the user if the accessories should be update, if yes the accessories will be removed from the order as well.

Note: The program allows you to type on the quantity for the 2nd level accessory items in the Rental Order Screen and in both pick list methods ONLY if "Allow Modify 2nd Level Accessory" is checked in System Setup. Please note that if the quantity changed to Zero then the accessory line will be removed from the rental list.

Rental Miscellaneous Items

Miscellaneous Rental Items can added to an order. These are items which a rental equipment code does not exists. To add a miscellaneous item, enter Description, Quantity and Price. Also, other information such as Discount, Replacement Price and Taxable can be set for each item. To add additional miscellaneous lines press the down arrow key after the last miscellaneous entry. Miscellaneous lines should be used sparingly. Statistical information cannot be obtain from miscellaneous items.

Summary and Totals

When clicking on the "Display Totals" button, order header information such as ship date, return date, usage begin date, usage end date, discount, shipping method and shipping charges, days per week, will be displayed. These values can be edited from this screen. Billing schedule and Shipping charges are also accessible. By pressing "Truck" button, Shipping Charges screen will appear and it is possible to add or edit shipping charges. It is not necessary to refresh totals or to use the recalculate button, upon opening, it will be refreshed automatically.

When "Edit Total Actual" is pressed, a panel comes up to prompt Weekly and Extended Actual. Here, users can enter in a weekly actual total, system will calculate the extended.

Note: If user changes the Weekly, the system will calculate the Extended or if extended is changed, the system will update the Weekly.

After editing the total, the system will lock in the total and discount the line items to come to the edited figure. A "lock" icon will appear in front of "Edit Total Actual". To unlock totals, click on "lock" icon. Line items which are locked in will not be effected by the edit totals recalculation.

Weekly Prices Detail

When this icon is clicked in the Weekly Prices section, the program displays the 1st week price, current week price, and the ordered/shipped prices broken up by subtotal, tax and totals.

Shipping Charges

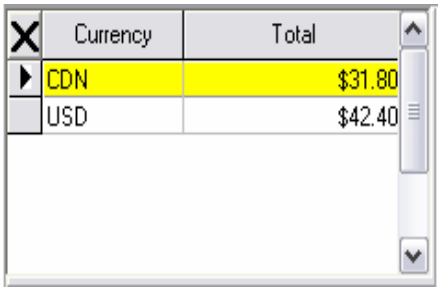
The charge amount of shipping for both sales and rentals can be added through this screen.

Note: In the Shipping Charges screen, GL Account is required if "Use GL" is check marked through the System Setup.

Display Multiple Currency Prices

BY pressing "Display Multiple Currency Prices" icon, a small window will open at the bottom of Rental Order Screen to show the total rental charges of equipment in the order based on the currencies that are defined in the system.

Note: In this window, the selected currency for an order will be shown in a yellow color.



How to Order Equipment

There are many ways to order equipment.

1. In the top section of the Rental Order Entry Screen position on a blank line and enter an equipment code in equipment column and enter in a quantity.

2. The user can also select an equipment code from a list by pressing Alt-Down Arrow when equipment column is highlighted.

3. The user can use the drag and drop items from the tree list to the rental items area. Select the Action and then Drag and drop or choose the F3 key.

4. Add equipment from the pick list. This is the icon. For more details on the pick list, see Pick List Screen later in this chapter.

It is possible to add kits to rental list. See Create and using Kits later in this chapter for more details.
In all cases, if equipment has accessories, system will ask the user if accessories should be included.

Printing Quote Sheet

Click on printer icon in the toolbar to print Quote sheet. Here you can print rentals, sales or both in summary or detail mode. Quote sheet is also available from Report menu in Order Processing main screen.

Shortcuts are available from the right-click menu

When you click on equipment in order list, Shortcuts are available from right-click menu.

Add Accessory to this main item

Accessory items can be added to a main equipment code, even if the item is not part of the accessory setup.

Edit Accessory

Using this, you can edit accessories of the main equipment code in the list. Clicking on this item will open a list of all accessories of the main equipment and you can edit quantity and sort the order of them. To remove one accessory in this list set its quantity to zero.

Equipment Code Detail

By selecting this option, you can see Equipment detail for selected equipment. Here you can edit or add new equipment codes. For more details see Adding a New Equipment in Chapter 5.

Internal Notes and Customer Notes

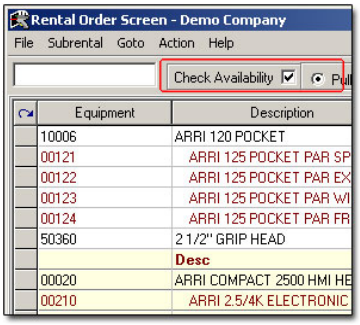
The options will move the cursor to customer notes or internal notes for line item. By pressing F2 on these columns, notes can be viewed and edited.

Refresh Original Discountable Status

This option will reset the discountable flag from the default setting indicated on the equipment table setup.

Checking Equipment Availability for orders

You can review availability of equipment by checking "Check Availability" box. Equipment items listed in red are not available. Availability of items can be checked on pull date or ship date of an order.



To see the detail breakdown of the availability of equipment code, highlight its code and press F6. System will open Equipment Availability Screen. For more details, refer to Equipment Availability Screen in Chapter 5.

When an item is not available in your store, you can sub rent or substitute it. See Subrental section and Substitute section in this chapter for more details.

Reviewing inventory items across an equipment code

You can also see barcodes for selected equipment and orders even if they are out. To see inventory records for selected equipment in list, press F8 or click on "Inventory Records" from "Go to" menu.

Substituting Equipments

This feature gives an ability to substitute equipment with another one. Sometimes we have equipment, which is not available during ordering. Here, if we had a substitution list containing similar equipment, we can use it. To see if equipment has a substitution list, highlight equipment code and click the substitution icon. If equipment has a substitution list, it will show. You can use this list to replace existing items in the order with other similar items. For more information about substitution lists, refer to Inventory Substitution List section in chapter 5.

Create and using Kits

A kit is a group of items which are linked together and given a kit name. The kit can be added to an order and this can make ordering equipment easier. An example of a kit is a 10 ton truck kit, Camera XX Kit, Rick Jones Kit.

Creating Kits

You may create Kits in Rental Order Screen. Creating Kits from Inventory module is also possible. For more details, see Rental Kit List in Chapter 5.

To use this feature, create a dummy order and add equipment you want to include in Kit, then press button, complete kit details and save it.

Note: Kit names should be unique in the system.

Note: You can use quantity ordered or shipped to include items in a kit.

Adding kit to an order

For adding a kit to an order, click on “Copy From a Kit” icon on Rental Order Screen. Then select the kit and enter quantity.

Note: In the Rental Order Screen, kits are showing in light yellow background and kit header's description in bold.

Note: You may edit the quantity of kit header in the grid. The system will prompt update the kit quantities. If yes the kits line items will be updated.

Removing Kits

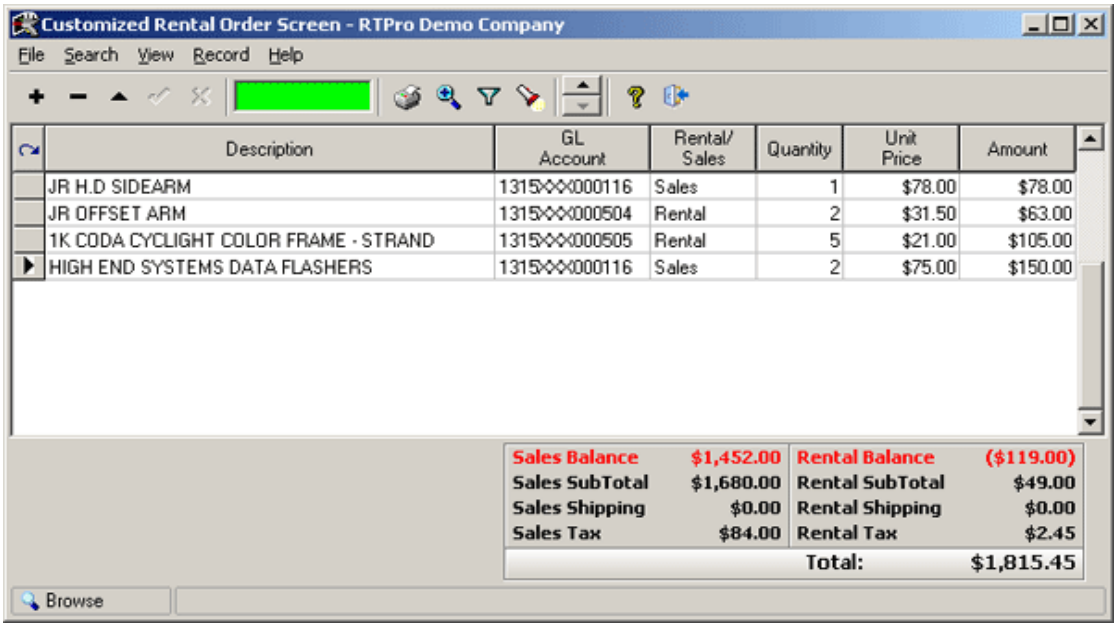
To remove a kit, click on “Remove Kit” from Action menu in Rental Order Screen.

Customized Rental Order Screen

This screen is mostly used to allow the user to enter a summarized version of the order and print that one instead of printing the normal quote. Select "Customized Output" from Goto menu or click on its icon from the toolbar. Users will have the ability to add, edit or delete a record. Program displays Subtotal, Shipping, Tax and Total at the bottom of the screen.
The value for the Subtotal, Shipping, Tax and Total will not be editable and they will display the same information as when user clicks the "Display Totals" in the Rental Order Screen.

Note: The total amount of line items should balance to the subtotal. If the user tries to exit the screen and the total amount of customized rental order does not balance to the subtotal amount, then the user will be warned "Line Items do not balance to the subtotal".

Note: This screen can be used for Sales customization too and it is also accessible through the Sales Order Screen.

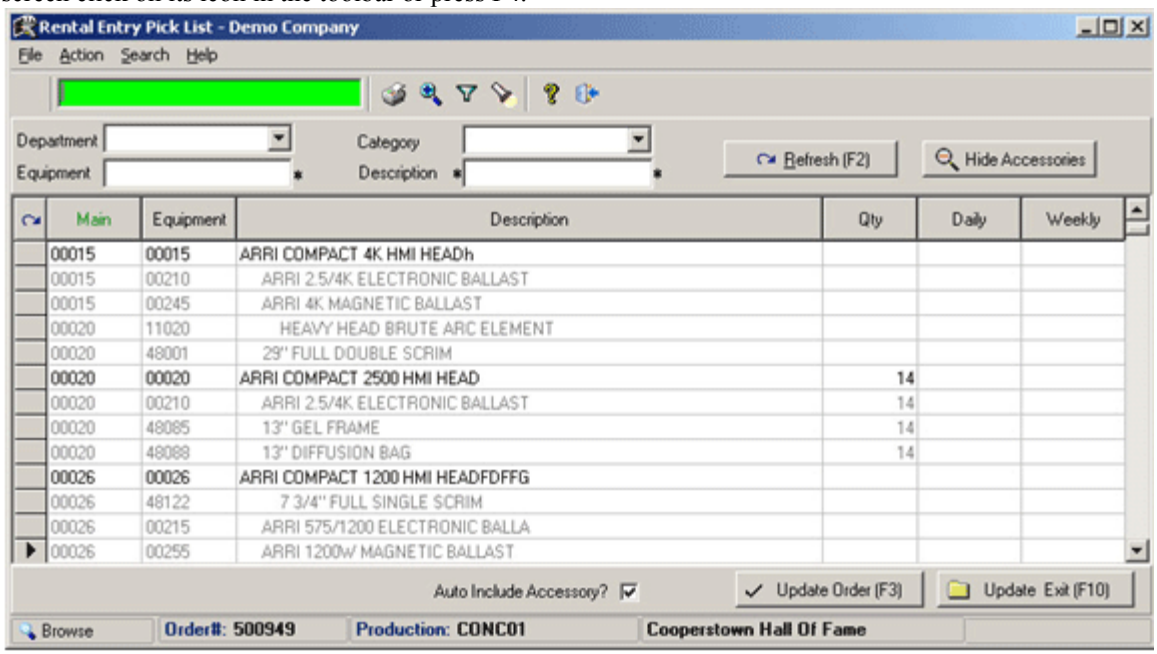

Customized Rental Order Screen - RTPro Demo Company
File Search View Record Help
Description | GL Account | Rental/ Sales | Quantity | Unit Price | Amount
JR H.D SIDEARM | 1315XXX000116 | Sales | 1 | $78.00 | $78.00
JR OFFSET ARM | 1315XXX000504 | Rental | 2 | $31.50 | $63.00
1K CODA CYCLIGHT COLOR FRAME - STRAND | 1315XXX000505 | Rental | 5 | $21.00 | $105.00
HIGH END SYSTEMS DATA FLASHERS | 1315XXX000116 | Sales | 2 | $75.00 | $150.00
Sales Balance $1,452.00
Sales SubTotal $1,680.00
Sales Shipping $0.00
Sales Tax $84.00
Rental Balance ($119.00)
Rental SubTotal $49.00
Rental Shipping $0.00
Rental Tax $2.45
Total: $1,815.45
Browse

Grid Multi Select

By using this feature, users can switch to multi select mode. You can apply rental discount and changing the Days Per Week for multiple records. Select multiple records and press "Apply Multiple Discount" or "Apply Multiple DPW" from the Grid Multi Select icon in the toolbar.

Pick List Screen

You may add equipment to an order using pick list to increase adding speed. To open the Pick List screen click on its icon in the toolbar or press F4.


Rental Entry Pick List - Demo Company
File Action Search Help
Department
Category
Equipment
Description
Refresh (F2)
Hide Accessories
Main | Equipment | Description | Qty | Daily | Weekly
00015 | 00015 | ARRI COMPACT 4K HMI HEADh
00015 | 00210 | ARRI 2.5/4K ELECTRONIC BALLAST
00015 | 00245 | ARRI 4K MAGNETIC BALLAST
00020 | 11020 | HEAVY HEAD BRUTE ARC ELEMENT
00020 | 48001 | 29" FULL DOUBLE SCRIM
00020 | 00020 | ARRI COMPACT 2500 HMI HEAD | 14
00020 | 00210 | ARRI 2.5/4K ELECTRONIC BALLAST | 14
00020 | 48085 | 13" GEL FRAME | 14
00020 | 48088 | 13" DIFFUSION BAG | 14
00026 | 00026 | ARRI COMPACT 1200 HMI HEADFDFFG
00026 | 48122 | 7 3/4" FULL SINGLE SCRIM
00026 | 00215 | ARRI 575/1200 ELECTRONIC BALLA
00026 | 00255 | ARRI 1200W MAGNETIC BALLAST
Auto Include Accessory?
Update Order (F3)
Update Exit (F10)
Browse
Order#: 500949
Production: CONC01
Cooperstown Hall Of Fame

Pick list can be filtered by Department, Category, Equipment Code, or Description. Press F2 key or Click on Refresh button after selecting the fields to filter. Equipment list will be displayed. The items that are shown in black color are main items and gray ones are accessories for main item. To add equipment to order, enter quantity in Qty column. When ordering a main item, accessories can automatically be

included. You may setup the system to add them automatically by checking "Auto Include Accessory" option on the bottom of the pick list. If the accessory quantities are not automatically included the user may manually enter in the quantities. Once quantities are added, click on 'Update Order' button or press F3 function key. The equipment ordered will add to order. Press F10 or click on Update and Exit button to update order and close screen.

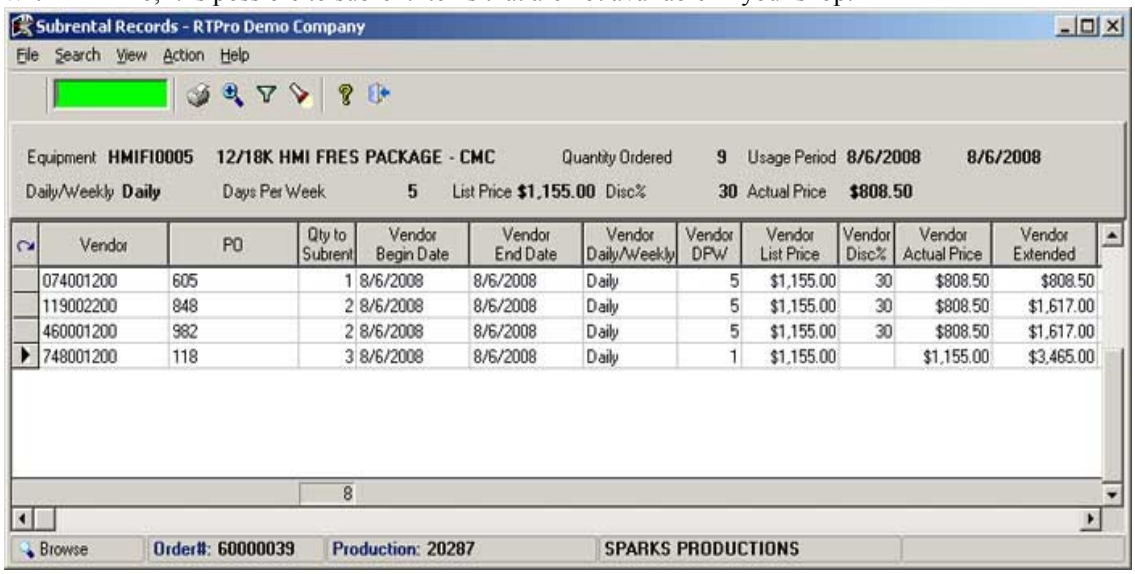
Note: In the Rental Entry Pick list the accessory items are noted in gray and indented. Once the items are posted back to the order the accessory items will show indented but will not be gray.

Note: Users are able to modify the Actual Daily & Actual Weekly amounts. The program brings data from these two columns to the Rental Order Entry Screen. This is only available when user is not using the REMOTE view.

Note: Users are able to enter in customer and internal notes. The program brings data from these two columns to the Rental Order Entry Screen. This is only available when user is not using the REMOTE view.

Subrenting Equipments

Within RTPro, it is possible to subrent items that are not available in your shop.


Subrental Records - RTPro Demo Company
File Search View Action Help
Equipment HMIFI0005 12/18K HMI FRES PACKAGE - CMC Quantity Ordered 9 Usage Period 8/6/2008 8/6/2008
Daily/Weekly Daily Days Per Week 5 List Price $1,155.00 Disc% 30 Actual Price $808.50
Vendor | PO | Qty to Subrent | Vendor Begin Date | Vendor End Date | Vendor Daily/Weekly | Vendor DPW | Vendor List Price | Vendor Disc% | Vendor Actual Price | Vendor Extended
074001200 | 605 | 1 | 8/6/2008 | 8/6/2008 | Daily | 5 | $1,155.00 | 30 | $808.50 | $808.50
119002200 | 848 | 2 | 8/6/2008 | 8/6/2008 | Daily | 5 | $1,155.00 | 30 | $808.50 | $1,617.00
460001200 | 982 | 2 | 8/6/2008 | 8/6/2008 | Daily | 5 | $1,155.00 | 30 | $808.50 | $1,617.00
748001200 | 118 | 3 | 8/6/2008 | 8/6/2008 | Daily | 1 | $1,155.00 | | $1,155.00 | $3,465.00
8
Browse
Order#: 60000039
Production: 20287
SPARKS PRODUCTIONS

Sub renting Items

To subrent equipment position the cursor on the equipment line on the Rental Order Entry Screen and press F5. You can also select Subrental from Subrental menu. In Subrental screen, enter vendor code and purchase order and quantity to subrent. Most of the fields have default values but you may edit them. It is possible to subrent equipment codes from multiple vendors. From the Rental Order Entry screen the "SubOrdered" column represents the quantity of subrented equipment.

Note: If the order is marked as an inventory transfer order subrenting items is not allowed.

Note: Users can unlock/lock the vendor side and unlock/lock the customer side under Action menu.

Vendor Purchase Order

Purchase Order can be selected from Vendor Purchase Order Lookup or a new PO can be added. To add a new PO click on the drop down and click on the add button. Enter in a new PO number or the system can be setup to automatically assign the next PO number.

Subrent Misc. items

Miscellaneous items can be subrented too. To subrental a miscellaneous item press F9 or click on Subrental Misc. item from Subrental Menu. The "Subrented" column on the Rental Order Entry Screen in miscellaneous section represents the quantity of subrented items.

Note: If the subrental pricing differs from the Rental Order Entry equipment pricing the extended price on the rental order entry screen will be noted in yellow.

Note: Subrented items cannot be more than ordered quantity.

Subrental Records

The system shows all subrental records which belong to an order. By pressing F11 or clicking on the "Subrental Records" in Subrental menu, a list of all subrental records will appear.
In this screen subrented items can be edited, deleted and fields like, Quantity to Subrent, Vendor, etc can be modified.

Note: When items are subrented as a Kit, the kit items will be shown in a light yellow color in Subrental Records screen.

Edit Vendor Subtotal

Vendor subtotal can be edited through the "Edit Vendor Subtotal" dialog box. If user types the new value, program will distribute the value across that order, vendor and po. This option is accessible through the right click menu.

Printing Subrental Purchase Order

Subrental purchase orders can be printed by selecting "Subrental Purchase Order" item under Subrental menu. This sheet shows a full description of Subrental Purchase Order.

PO#: SPS10003
Vendor: ACE001 - Ace Rentals
Phone: 888-888-8888

Address: 888 N. Fairoaks
Pasadena, CA 99999

Order#	Equipment	Description	Begin Date	End Date	Qty	Unit Price	Extended
500880	48005	29" GEL FRAME	2004-09-15	2004-09-28	5		
500880	PALM1	PALM1	2004-09-15	2004-09-28	5		
500949	00020	ARRI COMPACT 2500 HMI HEAD	2006-05-24	2006-05-30	1		
500949	00210	ARRI 2.5/4K ELECTRONIC BALLAST	2006-05-24	2006-05-30	1		
500949	11020	HEAVY HEAD BRUTE ARC ELEMENT	2006-05-24	2006-05-30	1	$210.00	$210.00
500949	48085	13" GEL FRAME	2006-05-24	2006-05-30	1		
500949	48088	13" DIFFUSION BAG	2006-05-24	2006-05-30	1		
500949	10006	ARRI 120 POCKET	2006-05-24	2006-05-30	1	$2.00	$10.00
500949	00121	ARRI 125 POCKET PAR SPOT LENS	2006-05-24	2006-05-30	2		
500949	00122	ARRI 125 POCKET PAR EXTRA WIDE	2006-05-24	2006-05-30	8		
500949	00123	ARRI 125 POCKET PAR WIDE LENS	2006-05-24	2006-05-30	7		
500949	00124	ARRI 125 POCKET PAR FROSTED FR	2006-05-24	2006-05-30	3		
500949	MISC0001	W32324	2006-05-24	2006-05-30	1		

Total: $220.00

Sub rent Equipments using Pick list

Select Subrental Pick List from Subrental menu. A list of all equipment across the order will appear. These items can be attached to a subrental vendor. Many of the fields have default values, but before attaching items to a subrental vendor, it is possible to modify them, if it is necessary. To attach items to a Subrental vendor, enter quantity in "Qty to Subrent" column. If subrental accessories have to include automatically, check "Auto include accessories" at the bottom of the Pick List. The information should reflect the prices that the vendor charges your shop, and the prices that your shop charges customers for sub rentals. After selecting all records and quantities, select a vendor and pick a PO or create a new one on the bottom of the screen. Then press F3 or click on Update Order button to confirm data. System posts the data to database but the pick list will not be closed and subrenting items from other vendors can be continued.

Note: Pressing F10 key or clicking "Update and Exit" will save Subrentals and close the screen.

Note: In the Subrental Pick list the accessory items are noted in gray and indented. Once the items are posted back to the order the accessory items will show indented but will not be gray.

Field Definition:

Max Qty to Sub: This column reflects the maximum quantity that can be subrented.

Vendor DPW: (Days Per Week) is the number of days that vendor charges company in any week.

Vendor List Price: This is the vendor's price list.

Vendor Actual Price: Actual price is List price which is calculated after discount.

Vendor Extended Price: Extended price is the final calculated price that should be paid to vendor.

Note: All Purchase Orders currently created for production, are listed in drop down. To create a new PO, click on Add button in vendor purchase order lookup dialog.

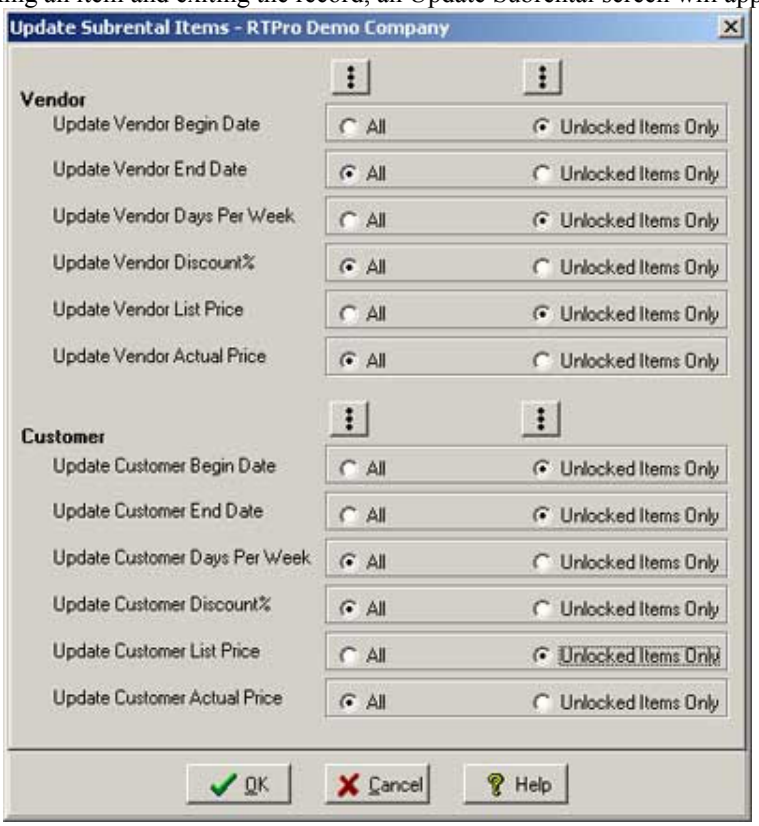
Review all Sub rentals of an Order

To review all subrental items, press F11 or select Subrental Records from Subrental menu in Rental Order Screen.

Note: When items are subrented as a kit, the kit items will be shown in a light yellow color in "All Subrental Records for this Order" screen.

Understanding the pricing and updating features

There are two types of prices in Subrental level. One is the price that a Vendor charges the company and the other is the price that a company charges the customer.
If prices such as DPW, Actual Price and Discount are changed in Rental Order Screen, prices should be locked. After locking an item and exiting the record, an Update Subrental screen will appear.

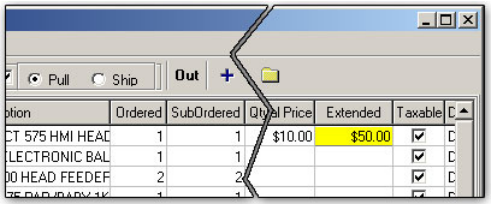


This screen gives an opportunity for user to update the Subrental records all at once.

Locking Prices on Rental Order Screen vs. Subrental Records Screen

When a price is locked in Rental Order Screen, a company will charge the customer with this price for non-Subrental items. If the pricing should be past through the Subrental items, then select "All" on the customer section. The Subrental Customer pricing will be updated.
If vendor pricing should update, then select "All" on the vendor section.

RTPro has flexibility to allow the user to dictate how Subrental prices should update. If Subrental lines are locked and only unlocked Sub rentals should be updated, the user can indicate only to update the "Unlocked Items Only".
Remember the locking on the Subrental level is different from the locking on the Rental Order Entry screen.
As an example, when you might use locking on the various levels, if your non-Subrental pricing is different than the Subrental pricing you will be passing onto your customer, then you would look in the subrental pricing and lock in the non-subrental pricing.. When the non-subrental price differs from subrental, a yellow color highlights the extended price.

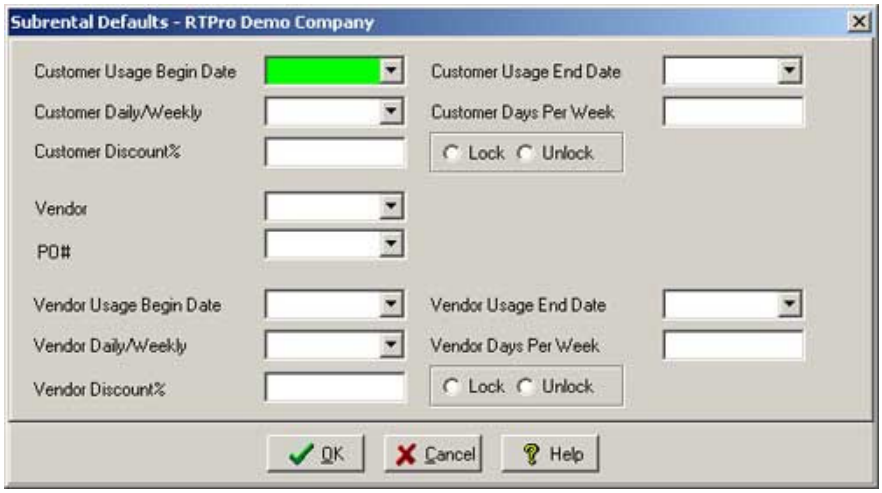


Mass updating Subrental Record

System is able to have mass update prices for Subrental Records. To update Subrental prices, Press F11 or from "Subrental" menu, select "Subrental Records". A list of all Subrental records will display. To select a range of records, click on one row then hold down the SHIFT and click on the ending line. The block will highlight. To select rows that are not in order, click on the first row, hold CTRL key and click on other rows. Each selected row will highlight. When clicking on a line, make sure you clicked on the record in the grid section, not the left gray column.

All Subrental Records for this Order - RTPro Demo Company
File Action Search View Help
Main
Equipment
Description
Vendor
PO
HMIFI0005 HMIFI0005 12/18K HMI FRES PACKAGE - CMC 119002200 1398
HMIFI0005 HMIFI0305 12/18K HMI FRES HEAD 119002200 1398
HMIFI0005 HMILA0005 18K HMI FRESNEL LAMP 119002200 1398
HMIFI0005 MAGBA0005 12/18K HMI BALLAST 119002200 1398
HMIFI0005 HMIAC0015 12/18K HMI BALLAST FEEDER CABLE 119002200 1398
HMIFI0005 HMIHE0010 12/18K HEAD EXT 50' 119002200 1398
HMIFI0005 SCRIM0005 29" SCRIM SET 119002200 1398
HMIFI0005 SCRIM0325 SCRIMS - 1/2 SINGLE, 29" 119002200 1398
HMIFI0005 SCRIM0330 SCRIMS - 1/2 DOUBLE, 29" 119002200 1398
HMIFI0005 SCRIM0335 SCRIMS - FULL SINGLE, 29" 119002200 1398
HMIFI0005 SCRIM0340 SCRIMS - FULL DOUBLE, 29" 119002200 1398
Browse
Order#: 25214
Production: 20000
QUOTES

To make mass changes, select Action in the menu bar, then press Mass Update, or simply press F7.



Enter changes and click “Ok”. All highlighted rows will update.

Note: Users can unlock/lock the vendor side and unlock/lock the customer side.

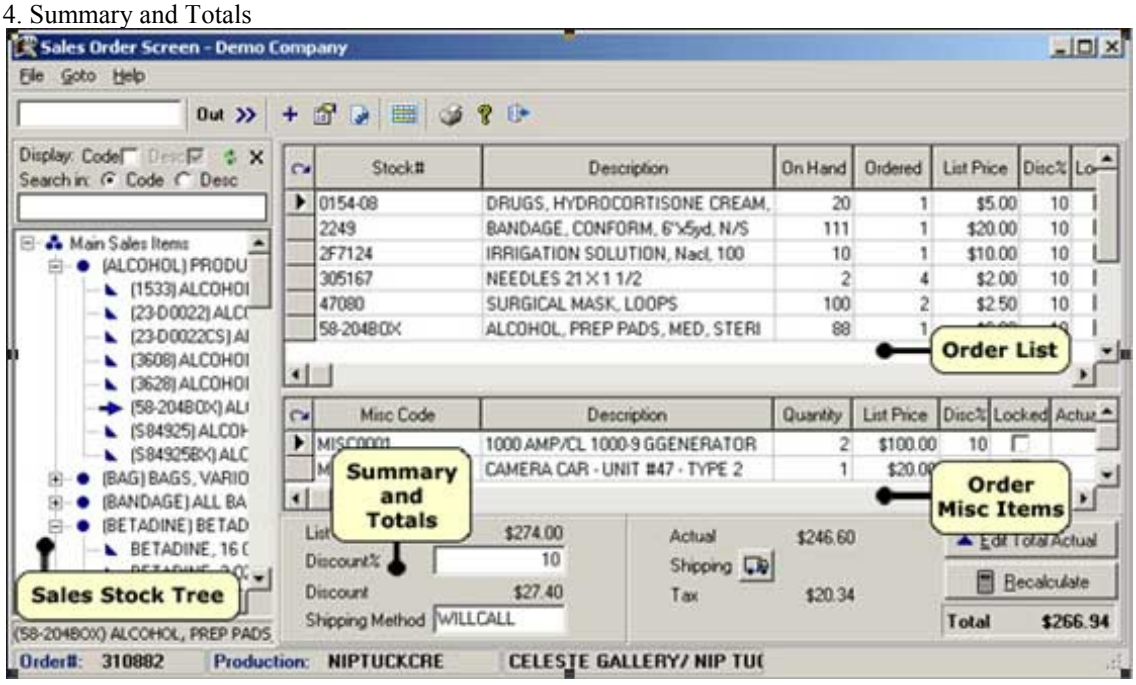
Sales Order

Sales Order Screen

Within the “Sales Order Screen” sales stock items can be ordered, prices can be edited and reviewed and a quote can be printed.

The Sales Order Screen is divided into 4 sections:

1. Sales Stock Tree
2. Sales Items - Order List
3. Sales Miscellaneous Items
4. Summary and Totals



Sales Stock Tree

In "Sales Order screen", Sales Stock tree is invisible by default; it can be opened by clicking the Drag Drop item from Goto menu or by pressing F3 button. In this tree, a list of all sales stock items being sold in the company's warehouse can be seen. This list is arranged in three levels to show: Departments, Categories and Sales Stock Codes. To add one item or more to the sales list, drag items from Sales Stock Tree to Order List. After dropping an item into the list, cursor will stop on "Ordered" column. The quantity can be entered, or you can accept (1) by default. Sales Stock Tree node's can be shown by Codes, description, or both by user's choice. There is a refresh button to update list for latest changes.
You can search this list by code or description. To continue searching, just press F2 after first search. List will search from current position to the end.

Order List

Items that are ordered will be shown in this section. Here, sales stock can be added by typing their own codes or selecting them from the drop down list in "Stock#" column. Fields which can be edited on a line item are the quantity, list price, actual price, discount %, locked column, taxable, GL account, the sort order, and the internal and customer notes. Some of the fields have security logic and a user will need to be permitted in order to change.

Note: To remove items from the list, set the quantity ordered to zero.

Order Miscellaneous Items

RTPro allows the user to order for miscellaneous items; these items can be added in "order misc. items" section. There is not any saved code in database for miscellaneous items. To add a miscellaneous item, enter Description, Quantity and Price. Also, other information such as Vendor, Markup% and Taxable can be set for each item. To add additional miscellaneous lines press the down arrow key after the last miscellaneous entry.

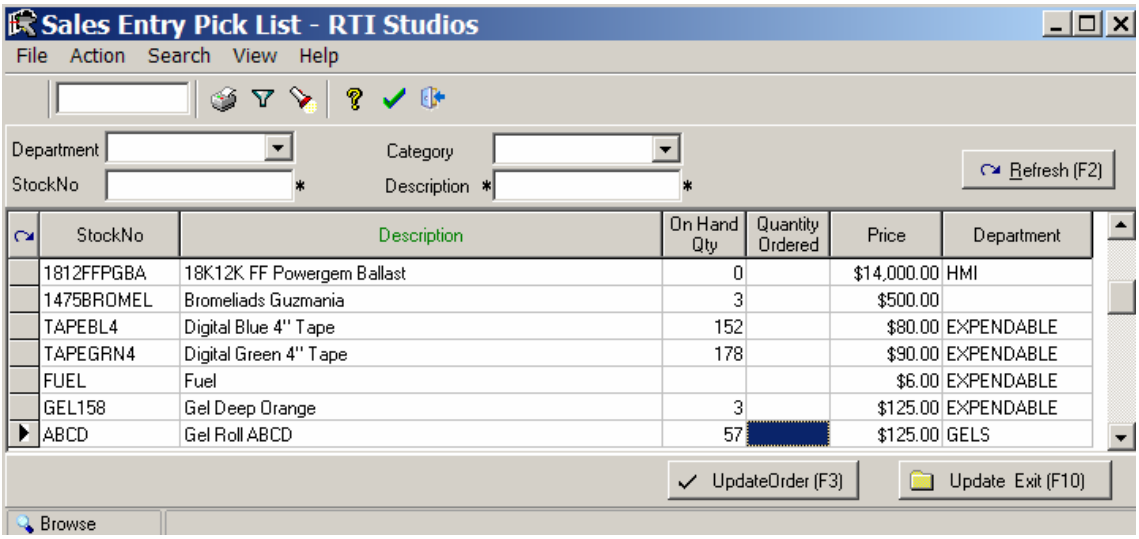
Summary and Totals

This section can be opened by clicking on "Display Totals" button. Some order header information like, discount, shipping method and shipping charges, etc, can be edited. By pressing "Truck" button," shipping charges" screen will appear and it is possible to add or edit shipping charges.
It is not necessary to refresh totals or to use the recalculate button, upon opening, it will be refreshed. By pressing "Edit Total Actual", the main Total price can be edited. After editing total, it will lock, and a "lock" icon will appear in front of "Edit Total Actual". To unlock totals click on "lock" icon.

Note: System automatically calculates the discount and applies to the line items to match the bottom line total.

Pick List

Use this option to add equipment to an order. This screen can be shown by pressing F4 or choosing Pick List from "Goto" menu through the "Sales Order Screen". Pick List can be filtered by Department, Category, Stock No and Description. Press F2 or click on Refresh button after filtering.


Sales Entry Pick List - RTI Studios
File Action Search View Help
Department
Category
StockNo
Description
Refresh (F2)
StockNo Description On Hand Qty Quantity Ordered Price Department
1812FFPGBA 18K12K FF Powergem Ballast 0 $14,000.00 HMI
1475BROMEL Bromeliads Guzmania 3 $500.00
TAPEBL4 Digital Blue 4" Tape 152 $80.00 EXPENDABLE
TAPEGRN4 Digital Green 4" Tape 178 $90.00 EXPENDABLE
FUEL Fuel $6.00 EXPENDABLE
GEL158 Gel Deep Orange 3 $125.00 EXPENDABLE
ABCD Gel Roll ABCD 57 $125.00 GELS
UpdateOrder (F3)
Update Exit (F10)
Browse

Once quantities are added in the "Quantity Ordered" column, click on "Update Order" button or press F3 function key. The equipment ordered will add to order. Press F10 or click on "Update and Exit" button to update order and close screen.

Sales Checkout Screen

When items are ordered in previous step, equipment can be checked out from "Sales Checkout screen". To access, from "Sales Order Screen" press "Out" button

in the toolbar or select "Checkout Screen" under "Goto" menu (or simply press F7). See Checkout Process later in this chapter.

View Menu

Sales Transaction Screen

This screen will keep the sales transaction for the order. Each type of transaction is separated by different a color.

Checkout Menu

Ship Sales

Sales stock can be shipped using Ship option.

Mass Checkout Screen

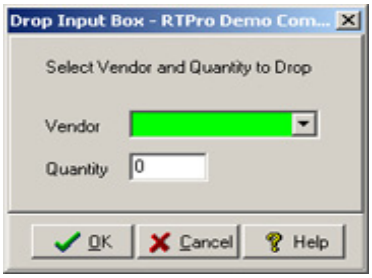
This screen will help to checkout mass items which are ordered through the Sales Order Screen. Select a desired stock number and click on "Mass Ship" from Checkout menu. The screen will show the stock number and the quantity that should be shipped. Enter in the quantity and press Enter. After you have pressed Enter, the next non-shipped sales item will be displayed. The last shipped stock number and the shipped quantity will display at the bottom of the screen.

Ship All

After all items are ordered, the system can checkout all of them without choosing them one by one. To ship all ordered items press , then the system will ask for a confirmation message. Select "Yes" to ship all ordered items.

Drop Ship

At times items may not be shipped from your warehouse but instead will be shipped to the customer directly from the vendor. This is a drop shipment. When drop shipping enter in the vendor and the quantity.



Return Shipment

You can return shipment of Sales stock in this screen. Please note that if shipment is returned, the record of the shipment and the return is stored in the program. If you do not want a record of the shipment and the return to be saved in the program, you should cancel the shipment instead. By returning shipments the return will come up on billing reports as a credit charge which can be given to the customer. Also if a restocking percentage is setup for the production and or sales stock item the restocking charges will reflect on billing reports as well.

Cancel Menu

Cancel Shipment

You can cancel shipping of an item here. Simply enter the quantity you want to Cancel and press OK. Please note that canceling a shipment removes any record of the item ever shipped. If you want to keep the record of the shipment, then you need to return the shipment instead of canceling it. Cancel of shipment is allowed only if the order was not billed for Sales. The cancel shipment will be noted on the exception file.

Cancel Return

You can cancel Return shipment of Sales stock here. Simply enter the quantity you want to Cancel its return and press OK.

Receive Transfer Menu

These options will only be enable for multiple location clients and on orders marked as a Transfer.

Receive

When Receive is selected, program opens a small dialog, and prompts for the quantity. Simply enter the quantity you want to Receive and press OK. The sales items will be deducted from the originating location's sales inventory and be added to the destinations sales inventory.

Receive All

This option will receive all the items from the originating location and add records to destination's location sales Inventory. The items will be deducted from the originating location's sales inventory.

Cancel Receive

When the Cancel Receive is selected, program will open a dialog and prompt for the quantity. Enter the quantity you want to cancel and press OK. Program reduces the quantity from sales inventory from the destination location and restores the inventory to the originating locations sales inventory.

Cancel Receive All

This will cancel receiving all items and delete records from Sales Inventory from the destination location and restore the items to the originating location.

Notes about Sales Transfer Orders

If an order is marked as transfer, "Ship" sales option works as "Transfer" and program transfers Sales stock between locations. The destination location is set through the Order Header Screen.
If the shipment is canceled then the items will add back to the location's stock.
A sales transfer order is only closed if all the items are shipped and received.
When the items are received, users cannot cancel the shipment from original location.
When an order is marked as transfer, Drop Ship and Return Ship options are not available from the Sales Checkout Screen.
When items are received, the quantity will be added to the Sales Inventory with the new destination location.

Checkout Sellable Items

In Rental Equipment Entry Screen, there is an option to mark an equipment code as Sellable. When in the Sales Checkout Screen the user is able to sell barcoded and non-barcoded items.

By clicking on the Noncoded Sales icon, the Sales Noncoded Equipment screen will display. User can select the equipment code from a drop down. The equipment codes that are not marked as barcoded only and are marked as sellable items will display. The user can then enter in a quantity. If there is not enough in stock of that equipment code the user cannot continue. Program displays a message, "Not enough inventory to sell".

Note: Noncoded items can be canceled by selecting "Cancel Noncoded Sales" through the right clicking menu. Items cannot be canceled if the items have been billed.

By clicking on the Sales Barcoded Equipment icon, the user can enter in a barcode sell. The user can continue to enter in barcodes to sell until the stop sign is clicked on.

This allows canceling of a sold barcoded item. Sold barcoded items cannot be canceled if the items have been billed. The user can continue the cancel barcoded sales until the stop sign is clicked on.

Stock# Detail Screen

Using this option, new items can be added or existing items can be edited into the sales stock table. To access this option, right-click on items in the sales order list and choose Stock# Detail Screen, or press Shift+F8, the Sales Inventory Detail Screen will appear.

Grid Multi Select

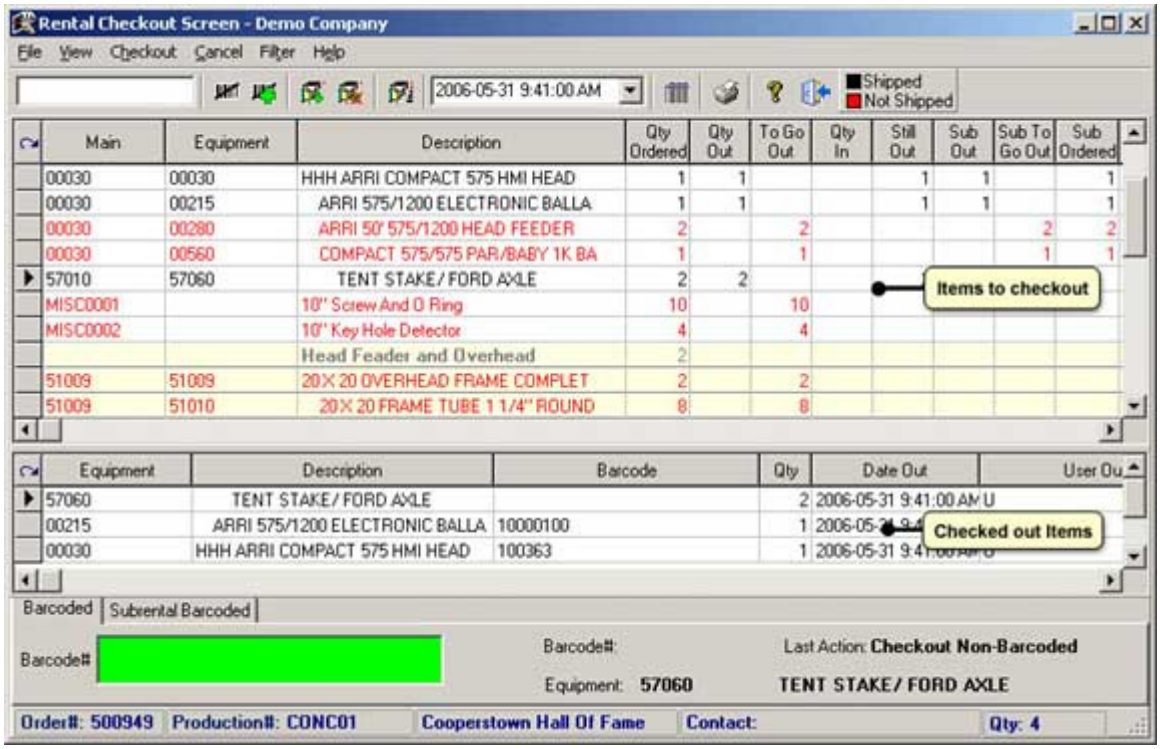
By using this feature, users can switch to multi select mode. You can apply sales discount to multiple records. Select the desired records and then press “Apply Multiple Discount” from the Grid Multi Select icon in the toolbar.

Print Quote Sheet

Click on printer icon in toolbar to print Quote sheet. Here you can print rentals, sales or both in summary or detail mode. This sheet is also available from Report menu in Order Processing main screen.

Rental Check Out Process

The checkout screen is divided into two sections. Since Rental Tracker Pro is a multi-user system, more than one user can check out items at the same time. The top section of screen displays all the equipment attached to the order and the bottom section displays checked out items from the current workstation. This list is temporary and is cleared when exiting.


Rental Checkout Screen - Demo Company
File View Checkout Cancel Filter Help
2006-05-31 9:41:00 AM
Shipped
Not Shipped
Main Equipment Description Qty Ordered Qty Out To Go Out Qty In Still Out Sub Out Sub To Go Out Sub Ordered
00030 00030 HHH ARRI COMPACT 575 HMI HEAD 1 1 1 1 1
00030 00215 ARRI 575/1200 ELECTRONIC BALLA 1 1 1 1 1
00030 00280 ARRI 50' 575/1200 HEAD FEEDER 2 2 2 2
00030 00560 COMPACT 575/575 PAR/BABY 1K BA 1 1 1 1
57010 57060 TENT STAKE/ FORD AXLE 2 2
MISC0001 10" Screw And O Ring 10 10
MISC0002 10" Key Hole Detector 4 4
Head Feader and Overhead 2
51009 51009 20X 20 OVERHEAD FRAME COMPLET 2 2
51009 51010 20X 20 FRAME TUBE 1 1/4" ROUND 8 8
Items to checkout
Equipment Description Barcode Qty Date Out User Ou
57060 TENT STAKE/ FORD AXLE 2 2006-05-31 9:41:00 AM U
00215 ARRI 575/1200 ELECTRONIC BALLA 10000100 1
00030 HHH ARRI COMPACT 575 HMI HEAD 100363 1
Checked out Items
Barcoded Subrental Barcoded
Barcode#
Barcode#:
Last Action: Checkout Non-Barcoded
Equipment: 57060
TENT STAKE/ FORD AXLE
Order#: 500949 Production#: CONC01 Cooperstown Hall Of Fame Contact: Qty: 4

On this screen items can be checked out by scanning or entering in barcodes. Checked out records will be updated to the bottom section of the screen. Information about the checked out items, whether Barcoded or Noncoded will display next to the barcode prompt.

Note: Bottom section of the list will sort items in the order the item is checked out and its sorted orders cannot be changed. Last checked out items will be set on the top of the sorted list.

Checkout Barcoded Items

When items should be checked out as Barcoded, select “Barcoded” option under “Checkout” menu or click on its icon from the toolbar and a green highlighted field will show to prompt the user for a barcode. Type a barcode and press enter or scan it by using a scanner. If the barcode is valid, it will be added to checkout items section.

Checkout Noncoded Items

Using main list

Right click on equipment that you desire to check out as Noncoded, select "Checkout Non-Barcoded", and enter the quantity to checkout. If an item can be checked out as Noncoded, it will update and be added to the bottom list.

Note: Another way to check out Nonbarcoded items is by using the Main List. Select an item, then, from the “Checkout” menu select “Non-Barcoded Single”, or press F4.

You can setup RTPro to show ordered quantity as default value in Input Box. See Administration – Setup – Checkout Options for details.

Using Non-Barcoded Dialog box

From Checkout menu, select “Non-Barcoded Dialog” or press F3. The “Mass Non-Barcoded Checkout Screen” will open and show the selected non-coded item. Cursor will focus on quantity. Enter quantity to checkout and press Enter. This dialog will browse items to the end and after checking out each item, it

will show the next item in the list. If you check Miscellaneous or Subrental, you will see all Subrental and miscellaneous items too.

Mass Checkout Noncoded items

Click on mass mode button or select “Non-Barcoded List” from Checkout menu or press F5. The “Mass Check out Nondoded” screen will open, adjust filter if you want to see a partial list of items. If you want to see Subrental and misc. items, click their boxes. Press F2 to refresh list. Now you will see a list of all items that are not checked out yet, including items partially checked out. Enter checkout quantities in the QTY column or press “Include All” button to set quantities to check out equal to quantity ordered. Press F3 to update order and continue, or press F10 to update and exit. RTPro can set default quantities for check out if it is setup to do it. See Administration – Setup - Options for details.

Note: If "All" is checked, program will list all items including Rental, Subrental, Misc and Misc Subrental.

Note: To have mass cancel non-Barcoded items in a list select “Non-Barcode” from Cancel menu. To cancel Subrented items, select Non-Barcoded from Cancel menu and check mark Subrental and press F2 or click on the Refresh button then enter quantity of items you want to cancel. In the same way, miscellaneous items can be canceled. To cancel all, check "All".

Checkout Miscellaneous Items

Checking out miscellaneous items is the same as Noncoded items. Press F3 or F5 to mass checkout or F4 for single checkout.

Checkout Subrental items

Checkout single Sub rented Barcoded item

At the bottom of the screen, click on “Subrental Barcoded” tab. Choose vendor and equipment code. If the application is setup to get a serial number, enter it in then scan or enter in the vendor’s barcode number.

Checkout mass sub rented Noncoded item

On Rental Checkout Screen by selecting “Non-Barcoded Dialog” under Checkout menu or pressing F3 the “Mass Non-Barcoded Checkout Screen” will appear. Checkmark the Subrental box and choose vendor of subrented item, press F2 or click on the Refresh button, the first sub rented item will display. Enter quantity and press Enter then continue to checkout next sub rented item.

Checkout mass sub rented Noncoded items using list

Press F5 key or select “Non-Barcoded List” from Checkout menu. The “Mass Checkout Noncoded” screen will appear. Check Subrental box, enter Vendor code and press F2 or Refresh button. Enter quantities for each item and press F3 to update and continue editing or press F10 to update and exit.

Checkout miscellaneous Subrental items

Checking out miscellaneous sub rented items is like Noncoded items. You need to checkmark Misc. box in each screen too.

Add & Checkout Noncoded

You can add and checkout Noncoded and miscellaneous items, that are not ordered. By clicking this icon, “Add & Checkout Noncoded” screen will open. In this screen, you can select equipment or enter miscellaneous items to add to the order and checkout simultaneously.

Note: When you select a Barcoded Equipment, system only adds it to order but not checks it out.

Checkout All

This option will allow the user to checkout all items without confirmation for each item. All items will be checked out as Noncoded. This option will checkout all miscellaneous and subrented items too. There is a security setting for this option. Users must be permitted to do this function.

Batch Download checkout

This is batch download checkout. For more details, see Batch Download Screen in Chapter 2.

Cancel Checkout

Cancel Barcoded Items

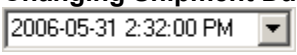
You can cancel items that have been checked out. To cancel Barcoded items, right click on them in upper list and select cancel checkout or select “Cancel Barcoded” from Cancel menu then scan or enter the barcode. The cancel barcode prompt is highlighted in red at the bottom of screen.

Cancel Other Non-Barcoded, Sub Rented and Miscellaneous items

To cancel non-Barcoded items, right-click on item and choose “Cancel Checkout Non-Barcoded” or select “Non-Barcode” from Cancel menu to have mass cancel non-Barcoded items in a list. To cancel Subrented items, select Non-Barcoded from Cancel menu and check mark Subrental and press F2 or click on the Refresh button then enter quantity of items you want to cancel. In the same way, miscellaneous items can be canceled.

Other Important Checkout functions

Changing Shipment Date of items



By default, the system uses the current system date to checkout items. This date will mark items as out and customer will be billed based on this date. Sometimes you may want to ship items later because you are waiting for other items to be checked out. In such situations, before beginning checkout process, change checkout date at toolbar to the date that items will ship.

Printing Checkout Sheet

This icon prints Rental Checkout/Contract Sheet. In this report, you can print Rentals, Sales or both with no prices, totals or all prices. You can choose to print only checked out items in this section instead of all checked items; you can also print Exchange Checkout Sheet instead of Checkout Sheet, and, items which are checked out in a specified date range. There are other options regarding the appearance of the report. These options are print Subrental Vendor, Print Kit Header, Replacement Price and use billing schedule.

When printing the Exchange Checkout Sheet, the layout of columns printed on report will be different.

Inventory Records

This option will show a list of all barcodes or Noncoded items that are registered in the system for specific equipment.

To use this option, first select an equipment code in the list then press F8 or select Inventory Records from view menu.

This screen indicates some information such as, Location, Status of equipment, Current Order, Current Production, etc for each barcode or noncoded item which is helpful for the users.

Filters

You can filter list of items to show only remaining items to checkout or all remaining Subrental items in an order. To do this, select "To Go Out" or "To Go out Subrental Only" from Filter menu.

Rental Out Detail Screen

This function displays all check out transactions of the order. The color of the rows will be different based on type of items. Barcoded Items will be shown in white, Subrentals as green, Noncoded as cyan and miscellaneous items as yellow. You can filter this list to show only one type of item or show all of them. You can access this screen through the Rental Checkout Screen using its toolbar icon or select "Detail Transaction Record" from View menu.

Some Common Error Message may you get Checking out Items

Barcode not on file

If an item is scanned that does not exist on file, the system will send out a bad beep and display “Barcode not on file. Do you wish to add it?” If you choose yes, the system will go to the Inventory Entry Screen and allow adding the inventory item. The system will return to the checkout screen. The item will be checked out to the order. There is a security checkpoint on the adding of inventory items.

This barcode already checked out to the order

Barcoded items cannot be checked out to the same order more than once. Press Ctrl Z to exit from the error message.

Invalid Barcode, Not a Valid Prefix

The prefix of barcode labels can be set in system setup. If a scanned barcode does not match prefix, Scanning will not be accepted.

This item is out on order XXXXX. Do you want to check it in on the older order?

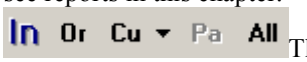
When you attempt to check out an item, and item is not checked in from previous order, you get this error and prompt. If you answer yes, the item will be checked in from old order and checked out to new one. The Check-in date on the old order will be the system’s current date.

Check In Process

Rental Tracker Pro offers a variety of features to facilitate a timely and accurate Check-in of all items that are checked out on an order. On the surface, the procedure is simply a reversal of the checkout procedure – what went out must come in, including Barcoded items, Noncoded, miscellaneous and Subrental, items. Each item will be marked with the date and time it is returned, as well as the user who checked in the item. RTPro will also allow you to check-in items as loss, damaged or missing. You may also transfer an item to another order or swap it for another item and it is possible to check-in more than one order at the same time by using the “Check-in by Production” feature as outlined later in this chapter.

Return List

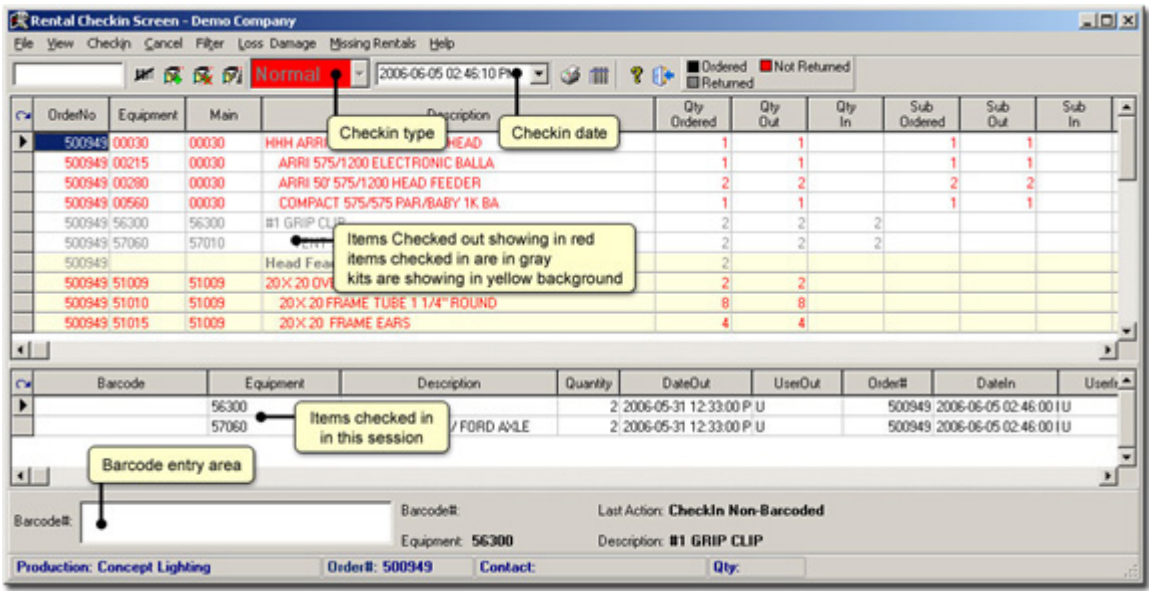
In this report, a list of items to be returned can be printed. On many occasions, it is useful to print a Return List before beginning the Check-in process. Like the Pull List, the Return List can be used as a “shopping list,” for users to make hand written notes about the equipment that is being returned. Click on the Return list in reports menu of order processing. Note that it includes various options. For more details, see reports in this chapter.



There are various icon for checking in items, one for single order “Or” and the other button for Check-in by production “Pr”, “Pa” is checkin by Parent Company and All is to checkin across all orders.. Click on either of these buttons and the Rental Check-in Screen appears. Check-in by production will show the list of all checked out items in production, but check-in by order will show items checked out in current order (the order selected and currently showing in Order Processing Screen).

Rental Checkin Screen

This screen is divided in two sections. Upper grid contains quantities and other related information for equipment checked out and status of them in an order. The lower grid will remain blank until you begin to check in equipment then it will update and display relevant information for each item that has been checked in.



In the upper grid, items that are currently out or not returned will be distinguished with a red color, and items that are returned, will be shown in a gray. Kits will have a yellow background. As you see, in the above picture, you can choose Check-in type and Date too. You should select the proper Check-in type and date before starting each session of the Check-in process. This information will be saved to equipment record in Check-in transaction.

The date showing at the top of the screen is the system date, but if you should check-in items in a designated date, you can change it before continuing. For example, a truck arrived late on Friday night, but the shop is not able to check-in equipment physically until Monday morning.

Note: This date is used on calculating bills, and it needs to be carefully reviewed when changing.

Within RTPro Items can be checked in with a check-in mode. The types are Normal, Loss, Damage, Transfer, Swap or No Charge.

Normal – When entering the Rental Check-in Screen the system will check in items in Normal type by default. It shows that items checked in are in good state and in the item is ready for the next rental.

Loss – Items checked in as Loss, means items have been returned, but too damaged to be repairable. For these items a Loss List can be created and edited. The Loss list will be used to create an invoice for these items. When checked in as a loss, the item will be removed from stock and a retirement record will be created for it. (See Loss List, later in the chapter).

Damage – Items checked in as damage, shows that these items are damaged and they must be sent for repair. You can create a damage list. When checking items in as damaged, system creates a repair ticket for each item and pulls it out of stock and puts it into repair. RTPro will allow you to calculate the costs of the damages and bill the customer. (See Damage List, later in this chapter).

Enter Repair Ticket

When items are checked in as damage in Rental Checkin Screen a dialog box will open to send damaged item into repair, to do this, you may add a new ticket or add items into the existing ticket. New ticket will be added in Repair Ticket List.

Transfer – Transfer allows items to check in on the current order and check out to another order. As you begin the Check-in process in the transfer mode, system will prompt you to enter order number to transfer items to. These items will check in from current order and check out to selected order.

Exchange – Use this feature to replace items of the same type with different barcodes. This will be useful when customer rented something but it does not work, then customer brings back that item and gets another item of the same type. To trace this transaction, this option can be used. Noncoded items can be checked in as an Exchange in single check-in mode only. The user will not be prompted for an item to exchange with when checking in the item as noncoded.

Note: When checking in a barcoded item as an Exchange, the user gets the prompt and enters in the item then system prompts, "Do you want to put item into repair?", if Yes then program will bring up the Damage dialog box.. Then the user can put the exchanged barcode into repair. For noncoded the prompt will come up “Do you want to put item into repair?”. If Yes the program will bring up the Damage dialog box.

Swap – Use this feature to move a Barcoded item from one order to another one. You should enter destination order here. Source and destination orders should be from one production.

No Charge – The feature can be used to note the item should be reviewed and considered a no charge when billing the client. The system will not automatically no charge the item. It will just note to the billing clerk the item was checked in as a no charge. It is up to the billing clerk to waive the charge.

Check-in Barcoded Items

Checkin Single Barcoded

When items should be checked in as Barcoded select “Barcoded” option under “Check-in” menu or click on its icon from the toolbar then a green highlighted field will show and prompt the user for a barcode and you can start the Check-in process. If you see this box in white, click on to activate it. Type in barcode and press enter or scan it using a scanner. If barcode is accepted, it will be added to “checked in” list on the bottom of screen, otherwise, an error message will be shown telling “Error: not out on this order, Press Ctrl Z to Continue”. If you enabled sounds in system setup, you should hear good beep if barcode is accepted or bad beep if barcode is invalid.

Batch Checkin Barcoded

This is batch download Check-in. For more details, see Batch Download Screen in Chapter 2.

Check-in Non-Barcoded

Using main list

To check-in equipment as Noncoded item, right-click on the equipment and select "Check-in Non-Barcoded". Enter the quantity to check-in. If an item can be checked in as Noncoded, it will be updated and added to the bottom list.
You can also choose an item and select “Non-Barcoded Single” from Check-in menu or press F4.
You can setup RTPro to show quantity ordered as default value in quantity. See Administration - Setup - Check in options for details.

Using Non-Barcoded Dialog box

From Check-in Screen, Select the Checkin menu, then select “Non-Barcoded Dialog” or press F3. The “Mass Non-Barcoded Check-in Screen” will open and shows the first non-coded item from the check-in list. The cursor will focus on quantity. Enter the quantity and press Enter. This dialog will then bring up the next noncoded item available to check-in. This will be repeated until the user presses Close or the program reaches the end of the list.

Note: If the check-in mode is set to Damage and the "Put all items in one ticket" is checked, the program will put all items that are checked in as damaged onto one repair ticket. The checkbox is visible only when the check-in type is Damage.

Mass Checkin Noncoded items

Click on mass mode button or select “Non-Barcoded List” from Check-in menu or press F5. This will lead you to the “Mass Checkin Noncoded” screen. Adjust filter if you want to see a partial list of items. If you want to see Subrental and misc. items, click their boxes. Press F2 to refresh the list. Now you will see a list of all items that are not checked. Enter quantities to Check-in or press “Include All” to set quantities to check-in equal to quantity out. Press F3 to update order and continue or press F10 to update and exit. RTPro can set default quantities for check, if it is setup to do it. See Administration - Setup - Check in options for details.
If you check Miscellaneous and Subrental checkboxes when filtering you will see all these items.

Note: To have mass cancel for noncoded, subrented and misc. items, select "Non-Barcode" from Cancel menu. This will lead you to the "Mass Checkin Noncoded" screen. After filtering press F2 or click on the refresh button, enter quantity of items you want to cancel. In the same way miscellaneous items can be canceled.

Checkin All

Use this option and it will allow the user to check in all items without confirmation for each item. You can check in all items with one of the three available options:

Check-in all Barcoded items only

This option will check in all Barcoded items. It leaves subrentals, miscellaneous and noncoded items intact.

Check-in all excluding Barcoded

This option will check in all noncoded, subrentals and miscellaneous items.

Check-in all items

This option will allow check in all types of items.

Cancel Check-in

When an item is checked in, it can be reset to out status using Cancel function. With this feature, the Detail Transaction screen and the status grid (Qty. out, Qty. in, etc.) will update to show the item as it is still out and never checked in.

Cancel Check-in Barcoded

Click on "Cancel Barcoded" icon in the toolbar, or select it from Cancel menu. The Barcode # field at the bottom of the screen turns red. Scanning or entering in barcode will cancel the check-in.

Cancel Other Non-Barcoded, Sub Rented and Miscellaneous items

To cancel non-Barcoded items, right-click on item and select "Cancel Checkin Non-Barcoded". To have mass cancel for noncoded, subrented and misc. items, select "Non-Barcode" from Cancel menu. This will lead you to the "Mass Checkin Noncoded" screen. After filtering press F2 or click on the refresh button, enter quantity of items you want to cancel. In the same way miscellaneous items can be canceled.

Loss and Damage Lists

Loss List

This list shows Loss items that are checked in. To see this list, from Rental Check-in Screen select Loss List under Loss & Damage menu. In the Loss List the Cost column is defaulted over from Replacement Price in "Rental Equipment Entry Screen". The cost can be modified.

Damage List

All items checked in as Damage will display in Damage List. To see this list, select Damage List from Loss & Damage menu. In Damage List the Cost column is defaulted over from Replacement Price in "Rental Equipment Entry Screen".

Note: Double-clicking on Repair Ticket cell will bring up the Repair Ticket Screen. The repair ticket can then be edited.

Other Important Check In functions

This icon opens a report menu.

Printing Return List

In this report, a list of items that should be returned. Options are Rentals or SubRentals, in ordered by department or equipment code and for remaining items or complete list. On many occasions, you may find it useful to print a Return List before beginning the Check-in process. Like the Pull List, the Return

List can be used as a "Shopping List," for users to make handwritten notes about the equipment that is being returned.

Printing Check-in Sheet

This report has different options which are explained as follows:

Return and Remaining Items - This report shows the returned items and items which are still out for an order.

All Returned Items - Using this option shows all the items that have been returned by the customer.

Partial Returns - This prints items returned within a specified date range.

Remaining Items - It shows remaining items that are still out.

Loss Damage Only - The report prints items which were returned as loss or damaged.

Check in sheet has other options:

Note As Exchange - If in the order there is an Exchange item by check marking "Note As Exchange" the Partial Report shows the description of exchanged items.

Include Loss Damage - It includes all loss and damage items in the report.

Print QTY Out - This option will print the quantity which was checked out.

Separate By Order - If items are checked in by production, the report will group items in to the separate orders.

Print Kit Header - If a Kit is defined for an order check marking this option will print header of the Kit in the report.

Inventory Records

This option will show a list of all barcodes or Noncoded items that are registered in the system for specific equipment.
To use this option first select an equipment code in the list then press F8 or select Inventory Records from View menu.
This screen notes some information such as, Location, Status of equipment, Current Order, Current Production, etc for each barcode or noncoded item.

Filters

You can filter list of items to show only items still out, or subrentals still out.

Missing Rentals

After completing the check in process, you might want to see a list of missing rentals or retire all of them.

View Missing Rentals

The grid in the Rental Check-in Screen will filter to show remaining items which are not checked in yet. These items may be missing. Select "View Missing Rentals" from Missing Rentals menu.

Retire All Missing Rentals

When it is determined that the items remaining out on an order will not come back, they can be checked in and retired in one easy step. The missing items will be marked as "Loss", (see the Loss Type, earlier in this chapter) and added to the Loss List. Missing items can be billed as you invoice Loss items, but an invoice can also be created from the Missing Rental Screen as part of the process. To execute this procedure, click on the Missing Rentals drop down tab and select "Retire All Missing Rentals". The Missing Rental screen will ask for a reason and offer the option to create an invoice. Click "OK" to complete the process.

Note: Retired Reason can be selected from a lookup table.

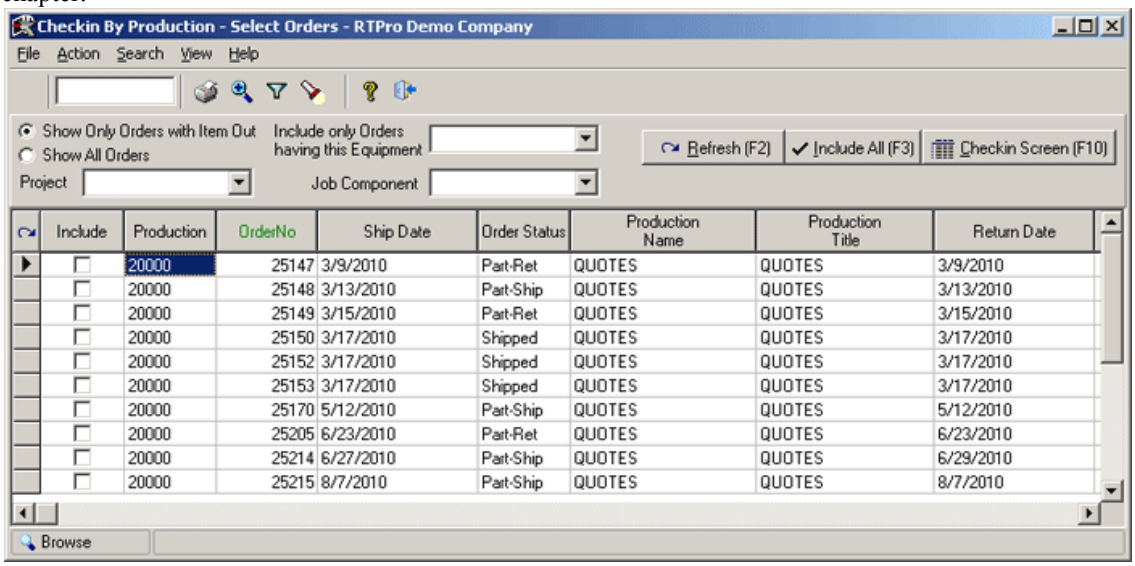
Rental In Detail Screen

This function displays Check-in transactions of the order. The color of the rows will be different based on type of items. Barcoded Items will be shown in white, Subrentals as green, Noncoded as cyan and miscellaneous items as yellow. You can filter this list to show only one type of item or show all of them. You can access this screen through the Rental Check-in Screen using its toolbar icon or select "Detail Transaction Record" from View menu

Check-in By Production

Check-in By Production across Rental Orders

A production may have different Rental orders; "Check-in By Production" will list all outstanding rental orders for a specific production. This helps to Check-in more than one order at the same time.
To begin the multi-order Check-in process, click on "Order Processing" module and choose the Production, Click on the arrow close to (Pr) icon located on the header bar and select "Rental". This will open "Check-in By Production" screen for the Rental mode. All outstanding rental order numbers for the production will be listed. Check mark the Include box besides those orders you wish to include, or click the "Include All" button if you want to select all orders. By pressing F10 or select 'Checkin Screen', the Rental Check-in Screen will appear, from this screen items can be checked in as described earlier in this chapter.


Checkin By Production - Select Orders - RTPro Demo Company
File Action Search View Help
Show Only Orders with Item Out
Show All Orders
Include only Orders having this Equipment
Project
Job Component
Refresh (F2)
Include All (F3)
Checkin Screen (F10)
Include Production OrderNo Ship Date Order Status Production Name Production Title Return Date
20000 25147 3/9/2010 Part-Ret QUOTES QUOTES 3/9/2010
20000 25148 3/13/2010 Part-Ship QUOTES QUOTES 3/13/2010
20000 25149 3/15/2010 Part-Ret QUOTES QUOTES 3/15/2010
20000 25150 3/17/2010 Shipped QUOTES QUOTES 3/17/2010
20000 25152 3/17/2010 Shipped QUOTES QUOTES 3/17/2010
20000 25153 3/17/2010 Shipped QUOTES QUOTES 3/17/2010
20000 25170 5/12/2010 Part-Ship QUOTES QUOTES 5/12/2010
20000 25205 6/23/2010 Part-Ret QUOTES QUOTES 6/23/2010
20000 25214 6/27/2010 Part-Ship QUOTES QUOTES 6/29/2010
20000 25215 8/7/2010 Part-Ship QUOTES QUOTES 8/7/2010
Browse

The Check-in By Production

There are options to bring up orders.

1) Show Orders with Item Out - By choosing this option user can see those orders that have items still out.

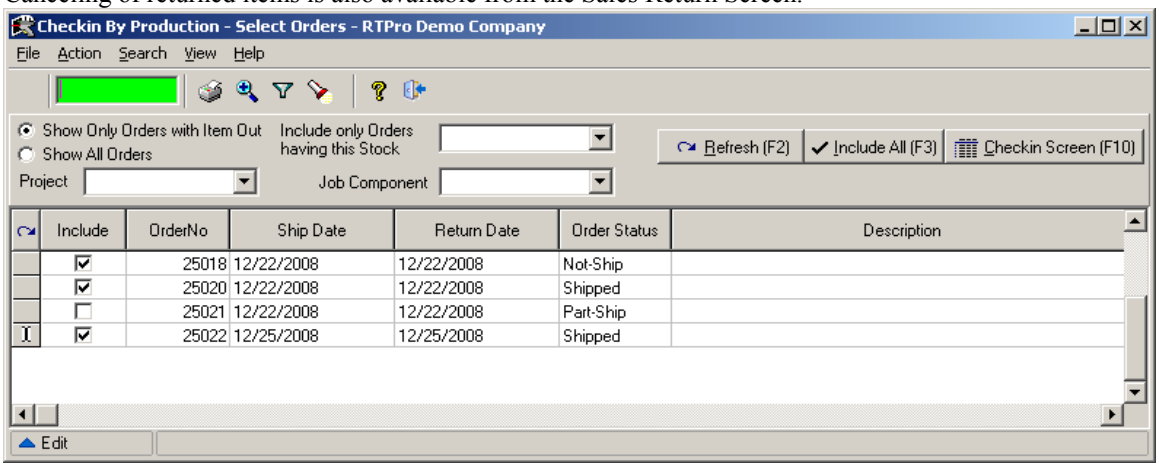
2) Show All Orders - Using this option will show all orders linked to the specific Parent/Production.

3) Filter by Project, Job component, or across order which have specific equipment code - The order list can be filtered to the selection specified.

Check-in By Production across Sales Orders

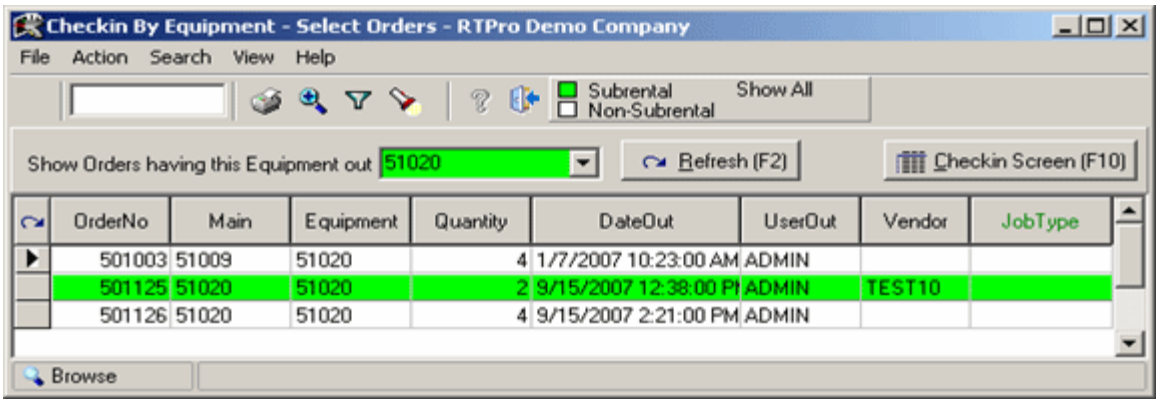
A production may have several Sales orders; "Check-in By Production" for sales will list all Sales orders that are linked to the production. This will help when returns are across several orders for the production.
Click on the "Order Processing" module, select the production and click on the arrow close to (Pr) icon located on the header bar and select "Sales". This will open "Check-in By Production" screen for the sales mode. All sales order numbers that belong to the production will be listed. Check mark "Include" box besides those orders you wish to include, or click the "Include All" button if you want to select all orders.

By pressing F10 the "Sales Return Screen" will appear. From this screen items can be marked as returned. Canceling of returned items is also available from the Sales Return Screen.


Checkin By Production - Select Orders - RTPro Demo Company
File Action Search View Help
Show Only Orders with Item Out
Show All Orders
Include only Orders having this Stock
Project
Job Component
Refresh (F2)
Include All (F3)
Checkin Screen (F10)
Include OrderNo Ship Date Return Date Order Status Description
25018 12/22/2008 12/22/2008 Not-Ship
25020 12/22/2008 12/22/2008 Shipped
25021 12/22/2008 12/22/2008 Part-Ship
25022 12/25/2008 12/25/2008 Shipped
Edit

Check-in By Equipment

As explained earlier in this chapter RTPro allows checking in items various ways. Another way to Check-in returned items is “Check-in By Equipment”.
This option is available across a production. Enter in or select an equipment code and press the Refresh F2 key. A list of all the orders across the production with the equipment code out will appear.


Checkin By Equipment - Select Orders - RTPro Demo Company
File Action Search View Help
Subrental
Non-Subrental
Show All
Show Orders having this Equipment out 51020
Refresh (F2)
Checkin Screen (F10)
OrderNo Main Equipment Quantity DateOut UserOut Vendor JobType
501003 51009 51020 4 1/7/2007 10:23:00 AM ADMIN
501125 51020 51020 2 9/15/2007 12:38:00 PM ADMIN TEST10
501126 51020 51020 4 9/15/2007 2:21:00 PM ADMIN
Browse

Select a desired order number and click on the “Check-in Screen”, the Rental Check-in Screen will appear. Items can be checked in from this screen.

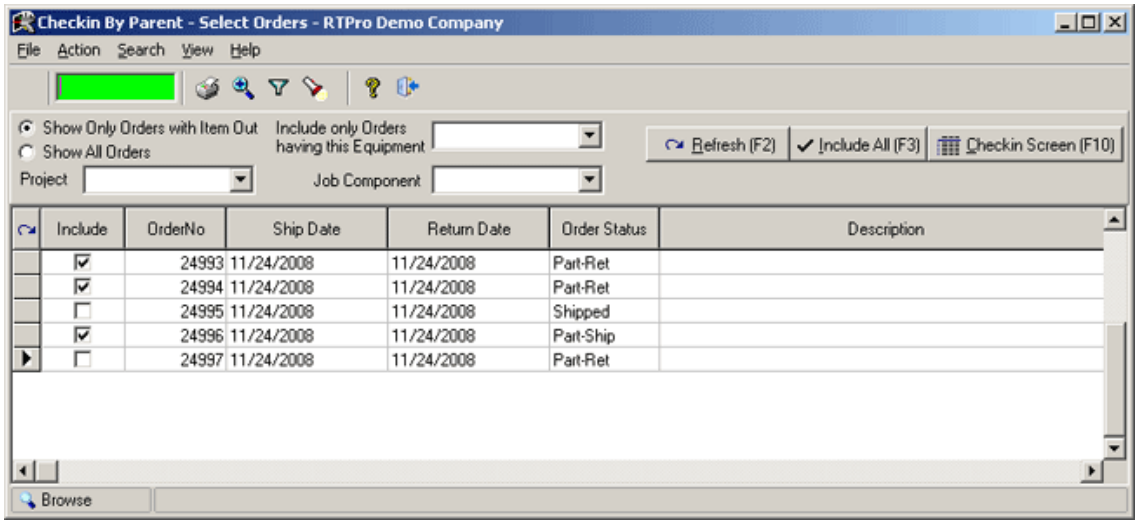
Note: If selected equipment is checked out as subrental item in Rental Checkout Screen, the subrented equipment and its related order number will be highlighted as green.

Check-in By Parent

RTPro allows checking in items across a Parent company. If items are checked in across a parent then only items linked to the parent can be checked in. In order to check-in items across a Parent, a Parent must first be selected. To select a parent click on (…) next to the parent prompt at the bottom of the Order Processing screen. Next, click on the PA in the check-in section on top of order processing. A list of all the orders that have items out for the parent will appear. Check mark Include box besides those orders you wish to include, or click the “Include All” button if you want to select all outstanding orders across the parent. By pressing F10 or select ‘Checkin Screen’ the Rental Check-in Screen will appear, from this screen items can be checked in as described earlier in this chapter.

Note: To proceed to the check-in across the parent you can also choose an order for the parent and then click on the check-in PA.

Note: When Pull list and check-in sheet reports are printed for parent, Program separates the report for each production within that parent. It will not print out one report for all the items of that parent.


Checkin By Parent - Select Orders - RTPro Demo Company
File Action Search View Help
Show Only Orders with Item Out
Show All Orders
Include only Orders having this Equipment
Project
Job Component
Refresh (F2)
Include All (F3)
Checkin Screen (F10)
Include OrderNo Ship Date Return Date Order Status Description
24993 11/24/2008 11/24/2008 Part-Ret
24994 11/24/2008 11/24/2008 Part-Ret
24995 11/24/2008 11/24/2008 Shipped
24996 11/24/2008 11/24/2008 Part-Ship
24997 11/24/2008 11/24/2008 Part-Ret
Browse

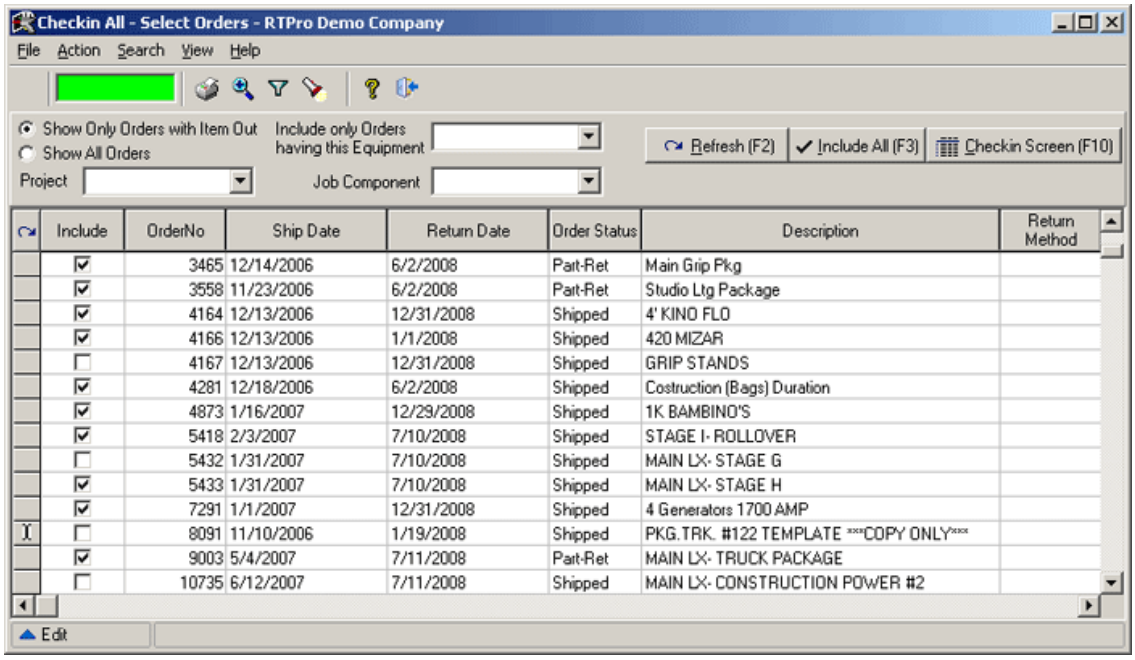
Check-in Across Multiple/All Orders

All RTPro allows selecting multiple orders for check-in. This option is available across all orders. To begin the multi-order Check-in process, click on “Order Processing” module and press "All" icon located on the header bar.

When "All" icon is pressed, "Check-in All" screen will come up with some filtering criteria, such as Job Component and/or Project and/or equipment code. In this screen filtering orders is optional. If filtered then the orders with items out based upon the filter criteria will be displayed.

Note: If filtering is used in "Check-in All" screen, then the top grid on the Rental Check-in Screen will be populated.

Note: The batch download option is not available from the Rental Check-in Screen.


Checkin All - Select Orders - RTPro Demo Company
File Action Search View Help
Show Only Orders with Item Out
Show All Orders
Include only Orders having this Equipment
Project
Job Component
Refresh (F2)
Include All (F3)
Checkin Screen (F10)
Include OrderNo Ship Date Return Date Order Status Description Return Method
3465 12/14/2006 6/2/2008 Part-Ret Main Grip Pkg
3558 11/23/2006 6/2/2008 Part-Ret Studio Ltg Package
4164 12/13/2006 12/31/2008 Shipped 4' KINO FLO
4166 12/13/2006 1/1/2008 Shipped 420 MIZAR
4167 12/13/2006 12/31/2008 Shipped GRIP STANDS
4281 12/18/2006 6/2/2008 Shipped Costruction (Bags) Duration
4873 1/16/2007 12/29/2008 Shipped 1K BAMBINO'S
5418 2/3/2007 7/10/2008 Shipped STAGE I- ROLLOVER
5432 1/31/2007 7/10/2008 Shipped MAIN LX- STAGE G
5433 1/31/2007 7/10/2008 Shipped MAIN LX- STAGE H
7291 1/1/2007 12/31/2008 Shipped 4 Generators 1700 AMP
8091 11/10/2006 1/19/2008 Shipped PKG.TRK. #122 TEMPLATE ***COPY ONLY***
9003 5/4/2007 7/11/2008 Part-Ret MAIN LX- TRUCK PACKAGE
10735 6/12/2007 7/11/2008 Shipped MAIN LX- CONSTRUCTION POWER #2
Edit

Order Processing Reports

These reports are available from Report menu of Order Processing Screen.

Quick List

This report will list all the equipment ordered for the selected order.

Quote Sheet

Quote Sheet will print the rentals order, sales or both. This report has several options to print; such as, Rentals Only, Rentals Only-Current Weekly Price, Sales Only or Rentals and Sales and summary or detail. A customized footer section can be printed at the end of the quote sheet. To modify the footer section, refer to the Administration, system setup section.

Summary or Detail

Summary will not print out the equipment line items; instead, it will just print out a totals recap. Detail will print out the equipment line items.

Print Rental Line Item Prices

This option is available when a quote is printed in “Detail”. Using this option will print rental prices of each item, but if it is not selected the rental line item prices will not be printed.

Print Rental Discount

Check marking will print the rental discounts calculated on the quote.

Print Sales Line Item Prices

This option is available when a quote is printed in “Detail”. Using this option will print sales prices of each item, but if it is not selected the sales line item prices will not be printed.

Print Sales Discount

Check marking will print the sales discounts calculated on the quote.

Print Total Replacement Price

This option will print total replacement price for rented equipment.

Print Shipping Charges

If the box is checked, program includes the Shipping information on the report sheet. The checkbox will be enabled only when "Rentals Only - Current Weekly Price" is selected.

Print Subrental Vendor
If the quote has subrentals, checking this option will print the vendor.

Print Weekly Rental
Checking this will print the calculated weekly total on report.

Print Kit Header
Checking this option will print header of kits if kits were added to rental.

Use Billing Schedule
Checking this option prints billing schedule calculations if a billing schedule is attached to the order.

Customized Output
When this option is selected the customized rental order will print on the Rental Quote report.

Do not print $0.00 items
If checked, program will not print items with Extended Price equal to zero.

Pull List

Pull list is intended to be given to the worker who will pull the equipment for the order. This report will list equipment according to: ordered quantity, the quantity of pulled equipments, and the remaining items that need to be pulled. You can choose to print Rental Only, Sales Only, Rentals and Sales or Sub Rentals by Vendor. Each type of report has its own options. You may also change the order and grouping of items by Department or Equipment Code. This option is not available when printing Subrental by vendor report. It is also possible to print a complete list or just the remaining items that are not shipped.

Department
A department can be selected and if selected the report will print for the specified department.

Print Scanner Readable Information
This option will print the barcode which is equivalent to the equipment code. The purpose of printing barcodes for the equipment types is that checkouts can be performed across non-Barcoded items using the batch barcode scanning method.

Print a new page for each Department
Checking this item will print each department in the separate pages.

Print Subrental Internal Notes
Checking this item will print Subrental Internal Notes. This option is only available if Subrental by Vendor is selected.

Print Subrental Customer Notes
Checking this item will print Customer Notes. This option is only available if Subrental by Vendor is selected.

Print Weight
Print weight will print weight of each equipment and also print the total calculated weight in the report. This option is available when printing Rentals or Rentals and Sales.

Print Cases Only
Checking this item will print case numbers which are specified in the equipment setup table. This option is available when printing Rentals.

Checkout Sheet (contract)

This report will print the checked out rental items and the shipped sales items. A customized footer section can be printed at the end of the checkout sheet. Footer can contain terms and conditions or perhaps signature lines. To modify footer section, refer to system setup section in Administration module. This report has several options to print, such as Rentals Only, Sales Only or Rentals and Sales with No Prices, Total Prices Only or All Prices.

Partial
A partial checkout sheet can be printed over the particular date/time intervals. This comes in handy when the user is working with a large order which has add-ons entered at various dates. Only those items that are checked out between the specified beginning date/time and ending date/time will be printed.

Note as Exchange
This checkbox indicates if the items checked out should be noted as exchange items. The report title will change to "Exchange Contract" sheet and the layout of the columns printed on the report will be different. When checking mark this option, it goes to partial returns by default, but you may change selecting items to print if desired.

Begin Date/Time
This is the beginning date and time for a partial checkout sheet.

End Date/Time
This is the ending date and time for a partial checkout sheet.

Print Subrental Vendor
If sub rented items are checked out to the order, this option will print the vendor of subrented equipment.

Print Kit Header
If kits are added to rental items, checking mark this option will print header of kits.

Print Replacement Price
Checking this will print the replacement price for rented equipment in the report.

Use Billing Schedule
If a schedule is defined for billing, this function will print the billing schedule calculation in the report.

Print Shipping Charges
If checked, program prints the shipping charges for either rentals or sales.

Current Week Contract

This report will print contract for the current week. Options are available to print prices in this report, such as No Prices, Total Prices Only, Line Item Prices with No Discount and All Prices. A partial report for the certain range of the date and time can be printed. Other options are:

Print Subrental Customer Notes
Checking this item will print Subrental Customer Notes.

Print Subrental Vendor
If sub rented items are checked out to the order, this option will print the vendor of subrented equipment.

Print Subrental Internal Notes
Checking this item will print the Subrental Internal Notes.

Print Kit Header
If kits are added to rental items, checking this option will print header of kits.

Exchange Sheet

When exchange items exist in the rental list, Exchange sheet report will print the description of exchanged items, like the Old Barcode and the new one after exchanging. Here, an option is available to print the report over the particular date/time intervals.

Swap Sheet

A Swap Sheet report will print the description of swapped items. A swap is when a customer is supposed to return barcoded item for a specific order and returns a barcode of the same equipment code on another order. The user can swap the barcodes so the system switches the barcodes between the orders so the return can happen. An option is available to print the swaps over the particular date/time intervals.

Return List

The return list is intended to be given to a worker who would receive or check in returned equipment for an order. The report will list the equipment, according to: sub rented quantity, the quantity of checked out and checked in items, and quantity of items that are still out, and also a column embedded in the report for the worker to write how many items returned. You have an option to choose to print Rentals or Sub rentals by vendor.

Complete List

Complete List will print a full list of equipment, whether they are returned or not.

Remaining Only

Remaining only will print the remaining items that are not returned.

Print the sort order by department or by equipment code

This option will group and sort equipment by Equipment Code or Department and it will be accessible when selecting Rentals.

Print Scanner Readable Information

This option will print the barcode which is equivalent to the equipment code. The purpose of printing barcodes for the equipment types is that check in can be performed across non-Barcoded items using the batch barcode scanning method.

Department

A department can be selected and if selected the report will print for the specified department.

Print a new page for each Department

Checking this item will print each department in the separate pages.

Print Subrental Internal Notes

Checking this item will print Subrental Internal Notes. This option is only available if Subrental by Vendor is selected.

Print Subrental Customer Notes

Checking this item will print Subrental Customer Notes. This option is only available if Subrental by Vendor is selected.

Consolidate Noncoded Items across Orders

When this option is selected, the program combines all Noncoded items with the same equipment code into one line on the report. If it is not checked, then the report prints a separate line for each order that has this equipment out.

Checkin Sheet

This report will print checked in rental items and the sales items that are returned. You have an option to print Returned and Remaining Items, All Returned Items, Partial Returns, Remaining Items and Loss & Damages Only. A customized footer can be printed at the end of Check-in Sheet. Footer section can contain terms and conditions or may be signature line. To modify the footer section, refer to system setup section of Administration module.

Note: When user clicks on the Partial Returns, program enables Vendor Lookup on the right side of the Partial Return. User can select a vendor or leave it blank. If a Vendor is selected, program filters only subrental returns for that vendor.

Begin Date/Time

This is the beginning date and time for a partial Check-in sheet.

End Date/Time

This is the ending date and time for a partial Check-in sheet.

Note as Exchange

This checkbox indicates if the items checked in should be noted as exchange items. The report title will change to "Exchange check-in sheet" and the layout of the columns printed on the report will be different.

When checking this option it goes to partial returns by default but you may change your selecting items to print if desired.

Separate By Order
If items are checked in by production, the report will group items in to the separate orders.

Include Loss and Damages
If checked, the report includes the loss and damages items.

Print Kit Header
Checking this option will print header of kits if kits are added to rental.

Print Quantity Out
Checking this option will print quantity of equipment currently out.

Print Current PO
If checked, program prints PO in the header area.

Include Vendor
If it is checked, a new column will be added to report called Vendor. This option will be enabled only when "Remaining Items" is selected.

Print Replacement Prices
Checking this item will print replacement prices for rented equipment.

Check-in Sheet by Production

This report is the same as Check-in Sheet except that, this sheet is for production and may contain all equipment from many orders.

Sales Return Sheet

If you have some returned items from sales, you can see them in this report. You can choose to print All Prices, Total Prices Only or No Prices. You also may choose to print only equipment returned in a specified date range.

Value Sheet

The report will list the value of the equipment ordered and you can select to print the Value Sheet by Replacement Cost or Replacement Price. It is possible to sort this report by code or description of equipment.

Remaining Items Only - If checked, program prints only the items that are still out.

Include Sales - If checked, program includes sale items on the report sheet.

Cost Sheet

This report will print the cost of sales and sub-rentals for the selected order and the price of the production (customer) charged. You can choose to print Sub Rentals Only, Sub Rentals for Current Weekly Cost, Sales Only or Sub Rentals and Sales. If you choose to print sold items you have option to print Current Costs or average cost.

Subrental Vendor
Select a vendor to print equipment purchased from specified vendor.

Print Weekly Total
This option is available only when either "Subrentals Only" or "Subrentals and Sales" is selected. When this box is checked, program prints Weekly Vendor Cost and Weekly Customer Price on the bottom left of the report, after the grid totals.

Shipping Labels

This report will print mail label for an order. You can see what will be printed in preview on the right side of the screen.

Print Return Address
The return address will be included on the printed label.

Shipping Address
Shipping address of the order will be printed on the label.

Billing Address
Billing address of the order will be printed on the label.

Enter Address
Customer address can be entered and edited in text boxes on preview screen.

Number of Copies
Enter number of copies you want to print here.

Label Setting
The dimension of Label can be adjusted here.

Driving Direction

This feature will open MapQuest.com ™ site for driving directions.

Subrental PO

This report prints Sub Rented items from vendors.

PO#
When user wants to see its Subrental items, Purchase order number can be entered.

Vendor
You can filter equipment list by vendors, select a vendor code from list to print items rented from that vendor or leave it blank to print items from all vendors.

Tax
Enter tax to apply and print on report.

Print Subrental Internal Notes – If checked program prints the Subrental Internal Notes on the Description column after the description.

Subrental PO Pull List

This report would be a report that companies give to the drivers to pickup the items ordered.

PO#
When user wants to see its Subrental items, Purchase order number can be entered. The Po lookup shows only the POs used on the current Order. Please note that selecting the PO is mandatory here.

Vendor
The vendor lookup shows only the Vendors used on the current Order. Select a vendor code from list to print items rented from that vendor.

Print Notes

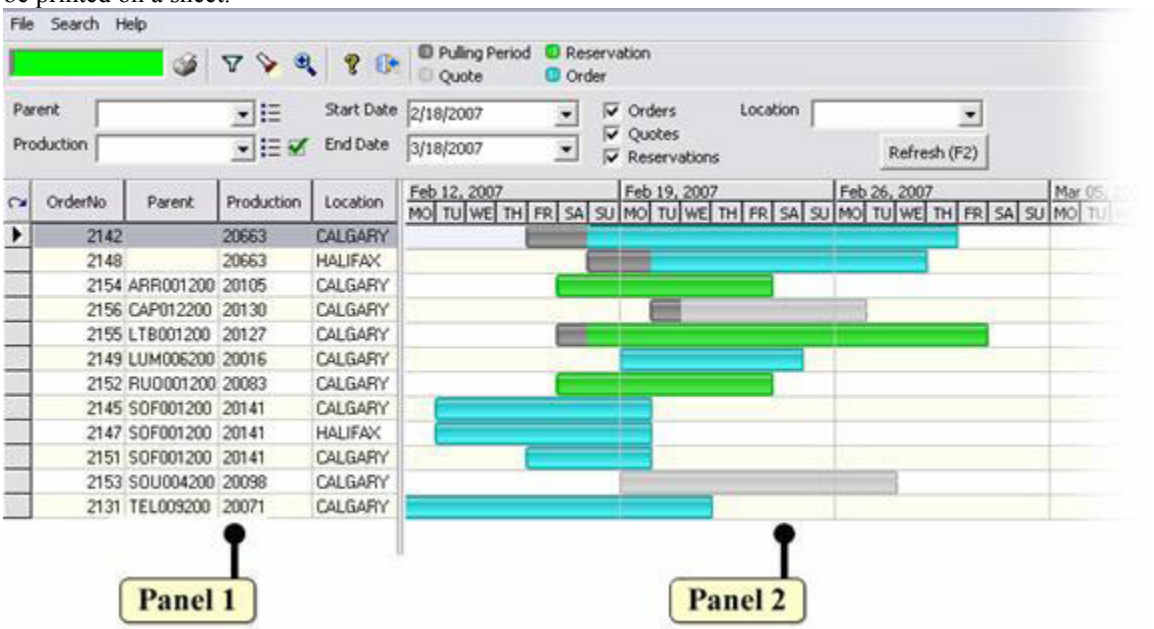
If it checked, program will include purchase order notes in the print out.

Order Activity by Production

This report lists all Checkout/Check-in/Sales activity across a single Production. It is useful for combining activities of a production with multiple orders into a single report. To access this report, user must first select a Production at the bottom of the Order Processing Screen.

Gantt chart for Open Orders

A Gantt chart is a graphical representation of the duration of tasks against the progression of time. A Gantt chart is a useful report for monitoring the orders progress of a production or series of productions. This chart also facilitates to observe the activities of a parent.
Gantt chart is divided into two panels. Left panel will show the specification of orders and right one will illustrate the graphical process based on time duration.
On this figure, users can define a certain time period to see pulling periods, Orders, Quotes and Reservations if they are checked mark by user to view. After observation, full detail of Gantt report can be printed on a sheet.



Note: Double-clicking on each row will bring up the Order Header Screen that belongs to selected row and the detail of the order can be reviewed.

Gantt Chart for Equipment Availability

This Gantt chart is used for monitoring the availability of equipment which is ordered based on time duration. The result can be filtered by Equipment, Production, Date range and Location.
Through the screen program displays Orders as yellow, Reservations as green, Quotes as blue and if Pull Date < Ship Date then program shows those dates with Grey color. For example if an order has pull date of 01/01 and ship date of 01/03 and return of 01/08, then 2 days will be grey and 6 days of yellow.

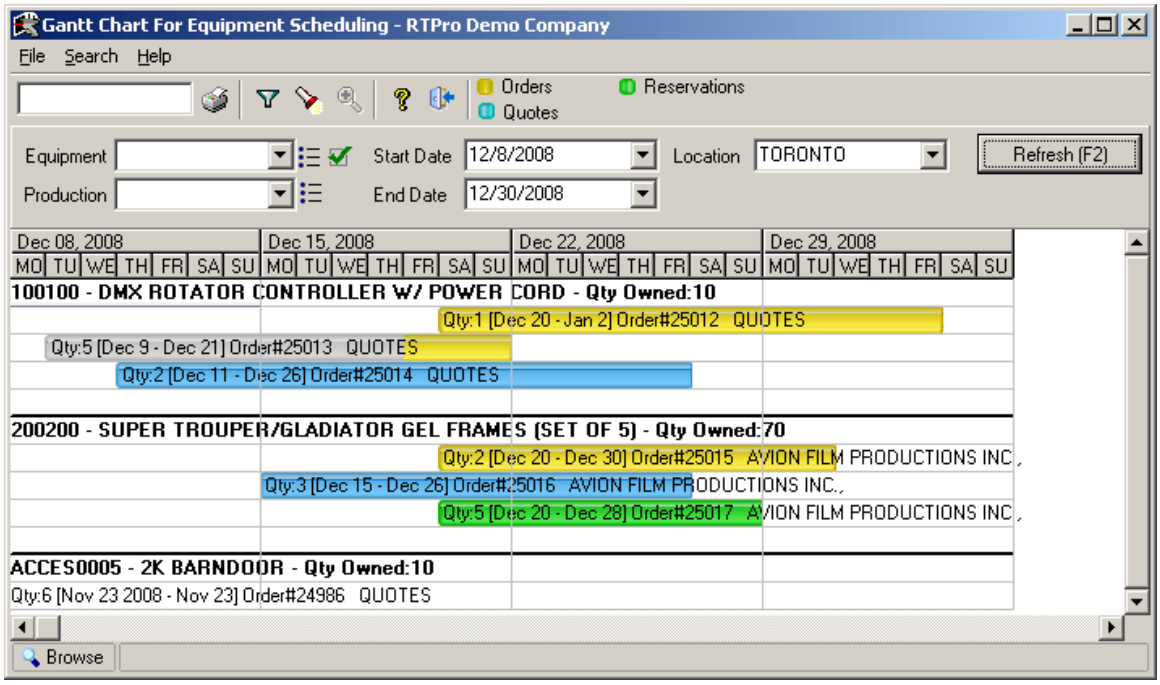
Note: The quantity owned is for the locations the user has access to. If the Location is blank and the user has location access then the program will show the orders against the users current location access that is noted on the main RTPro screen.

Note: Users can select multiple equipment codes and production.

Note: Double-clicking on a row will bring up the Order Header Screen.

Note: The Gantt screen is accessible from all screens using ALT+F2.

Note: The Gantt Chart show items that their return date is passed and the item that still not returned as Red.


Gantt Chart For Equipment Scheduling - RTPro Demo Company
File Search Help
Orders
Quotes
Reservations
Equipment
Production
Start Date 12/8/2008
End Date 12/30/2008
Location TORONTO
Refresh (F2)
Dec 08, 2008
Dec 15, 2008
Dec 22, 2008
Dec 29, 2008
MO TU WE TH FR SA SU
100100 - DMX ROTATOR CONTROLLER W/ POWER CORD - Qty Owned:10
Qty:1 [Dec 20 - Jan 2] Order#25012 QUOTES
Qty:5 [Dec 9 - Dec 21] Order#25013 QUOTES
Qty:2 [Dec 11 - Dec 26] Order#25014 QUOTES
200200 - SUPER TROUPER/GLADIATOR GEL FRAMES (SET OF 5) - Qty Owned:70
Qty:2 [Dec 20 - Dec 30] Order#25015 AVION FILM PRODUCTIONS INC.,
Qty:3 [Dec 15 - Dec 26] Order#25016 AVION FILM PRODUCTIONS INC.,
Qty:5 [Dec 20 - Dec 28] Order#25017 AVION FILM PRODUCTIONS INC.,
ACCES0005 - 2K BARNDOOR - Qty Owned:10
Qty:6 [Nov 23 2008 - Nov 23] Order#24986 QUOTES
Browse

Chapter

7

Billing

In This Chapter:

Understanding the Billing Menu layout
The Billing Process Explained
Options Available in Invoice Screen
Listing Options
Batch Invoice
Billing Reports

Billing Module

There are two types of invoices that are creatable through billing module. One type of invoice is against orders. The second type of invoice is an invoice not attached to an order. This type of invoice is used for miscellaneous charges.

In Billing Module, you can track which orders need to be billed for rental, extended rentals, sales, loss, damages, shipping and labor. In addition, there are billing reports to help maintain billable charges.

Understanding the Billing Menu layout

The Billing Menu is designed similar to Order Processing Menu. Invoices can be filtered across a parent or production, invoices can be reviewed and several reports are available.

Setting Up the Billing Schedule

RTPro is designed to create an invoice for billable rental items on a weekly basis. However, variations to standard weekly invoicing can be designed by setting up a billing schedule. For example, you may wish to invoice an order every other week or perhaps every fourth week invoiced with a 50% discount. Use the billing schedule to define the billing periods so that reports and invoicing procedures will calculate billing periods for the order according to scheduled cycles defined and the amounts defined rather than the weekly default settings.

A Billing Schedule can be customized for an order or production (see Order Header in Chapter 6). However, if a billing schedule is used on a regular basis, a template can be designed so that a billing schedule may quickly and easily be created for additional orders. To do that, you must first create a Billing Schedule Code and then create the template in Billing Schedule Setup (see Setting up Schedules in Chapter 3). A customized Billing Schedule can be created on Order level. To see Billing Schedule of your order, click on Order Billing Schedule icon thru the Order Header Screen or from Rental Order Entry Screen press “Display Totals button”. Then use Billing Schedule icon to open.

You can customize billing schedules at the production level. If a billing schedule is added to a production, then you can readily add it to an order for that production (see Creating Billing Schedule from Productions in Chapter 6). To create a customized billing schedule on production level, select production from the Production List and proceed to Production Entry Screen. From Setup / List drop down list select Billing Schedule or simply press F2. There is also a billing schedule icon .

The Billing Process Explained

Billing an order

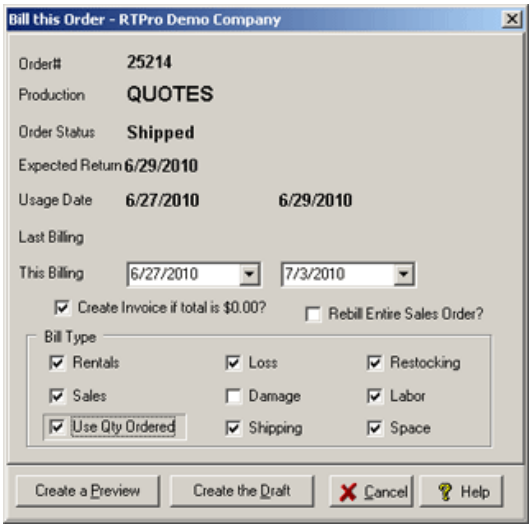
There are two ways to bill an order.
One way is through the Order Processing. This allows for a single order invoice.
The other way is through the Billing Module.

Billing an Order from the Order Processing Module

Click on Order Processing Module button in main screen. Enter in the order number or select the order to bill on the bottom of Order Processing Screen ...

You should be on Order Processing Screen where it says "Currently Working on Order," the specified order should appear.
Click on the Billing menu at the top of the screen.
Select "Create New Invoice". A screen will appear giving you options.

The top section contains some identifiers that outline order specification, such as Order number, Production, Order Status and so on.



Last Billing
Last Billing shows the last billing date range that order was billed for.

This Billing
This Billing represents the billing period that order will be billed. Enter the date or use drop down calendar.

Create $0 Invoice
If the charges for an order total $0.00 a $0.00 dollar invoice can be created for the billing period.

Rebill Entire Sales Order
The system allows rebilling an order for a previous period. The dates must be entered in and the system will prompt 'Order already billed for this period. Do you want to Re-bill?'

Bill Type
Bill Type allows for selection of the types of charges that system should include in the bill. At the bottom of the page is a group of check boxes for the different types of bills. When selecting Rentals, the system will look for all the rental items for the order, which were out during the billing range. The "Use Qty Ordered" ignores the rental check in/out, and creates the invoice for the quantities that were ordered. The other checkboxes will look for the related charges.

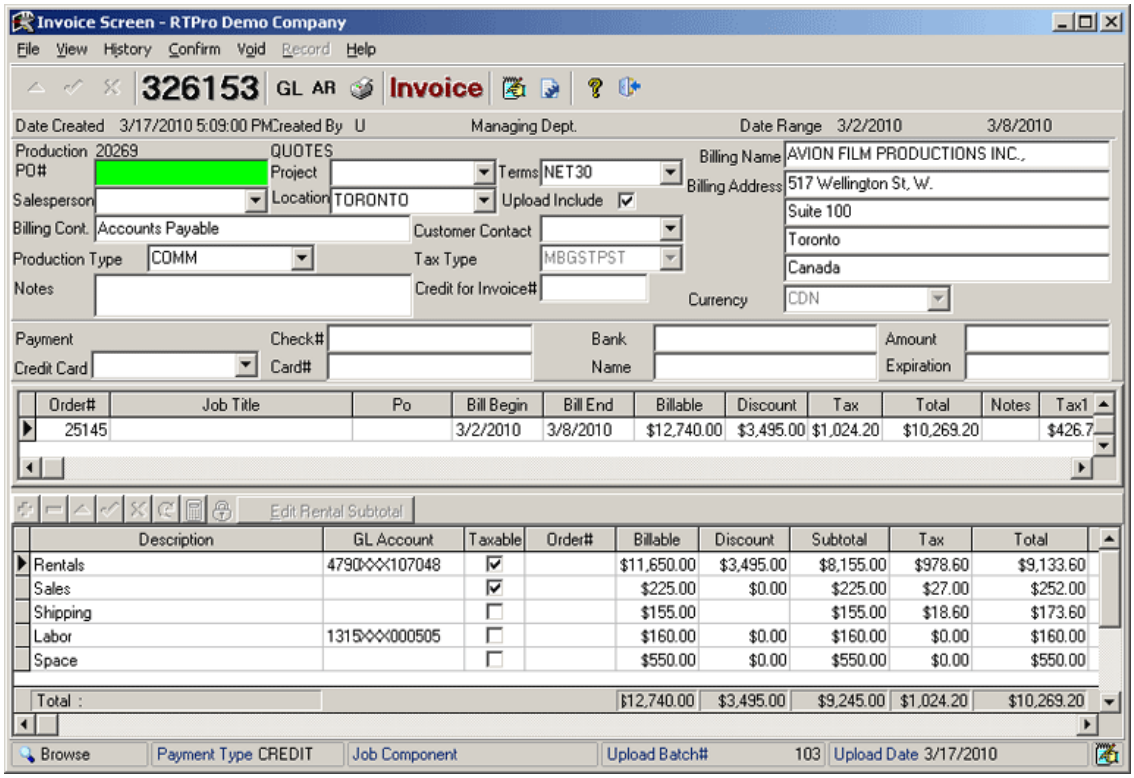
Note: For the Sales items "Restocking" will allow users to bill just for restocking. When this box is not checked, program will ignore the restocking charge when calculating the bill. Also, when only this box is checked, program creates a bill for Restocking only (if there is charge).

If there is a restocking percentage at the customer level, that restocking percentage will be used instead of the restocking percentage which is set on the stock item level. So program will check the Customer level at first.

Note: Transfer orders will not be billable for Sales charge.

Create a Preview
Preview is not an actual invoice, but is a snapshot of what the billing is, based on options selected. A preview cannot turn into an invoice/draft and does not affect the status of orders. It is simply a tool to look at what the invoice will look like prior to creating the actual invoice.

Create the Draft
Before creating an Invoice, it must first be a draft of invoice. The draft can be confirmed to an invoice. Select "Confirm the Invoice" under Confirm menu, or press F9 through the "Invoice/Draft" screen. A message will appear to note that this invoice will be confirmed and cannot be changed. Select "Yes" to turn draft into the confirmed invoice.
The Invoice Screen looks as follow:



Definition of Invoice fields

PO

If a PO covers all the orders attached to the invoice, PO can be entered. The PO will roll back to all the orders attached to the invoice. The PO will default from the order if there is one order attached to the invoice.

Project

The invoice can be linked to a specific project. To select a project, click on its drop down button. The project will default over from the order if there is one order attached to the invoice. A management report is available showing the revenue generated against a project.

Terms

This is the terms for payment of the invoice. The terms are relevant if AR module of RTPro is used. If the AR module is not used the terms are strictly a reference.

Salesperson

This person in your shop gets credit for the invoice. The salesperson will default in from the order if the invoice has one order attached to it. A management report is available showing the revenue generated against a salesperson.

Location

Used if your RTPro is setup for multi-location.

Upload Include

This field determines whether the invoice should export out of RTPro. This feature is available for exporting invoices to an accounting package such as SAP, Mas90, ACC Pac or QuickBooks. To setup your RTPro system to export invoices contact Rental Tracker Support.

Production Type

The purpose of this field is to categorize productions. Production Type will default in from Order Header Screen. If you change “Production Type” on the Invoice Screen, the system will prompt ‘Do you want to update the production type on all the orders attached to this invoice?’

Tax Type

The Tax Type is editable only for non-order invoices. The tax type will be used when calculating the billable charges. The tax type will default in from Production Entry Screen.

Customer Contact

The Customer Contact information defaults in from the order if there is one order attached to the invoice. A management report is available showing the revenue generated against a customer contact.

Note: This is a free form area. Any information entered in the field will print on the invoice document.

Billing Name and Address

The billing name and address will come over from the production entry screen.

Payment Area

This information shows if invoice is paid by Cash/Check/Credit Card.

Order Section

This area displays all the orders attached to the invoice. If the cursor is positioned on an order and you double-click on the order a detailed breakdown of the order will appear on the "Order Billing Detail" screen. You might also find this information by selecting "View Invoice Detail for this Order" from right click menu.

To see all the records included in this order, double-click on a valid row in "Order Billing Detail" screen. This will enable you to see some information about the equipments separately, such as Ship Date, Return Date, Quantity, List Price, etc, thru the Invoice Detail screen.

If invoice is not confirmed, you may add a new equipment to this invoice at the lower part of "Invoice Detail" screen. Press "Add Ons" icon in the toolbar and fill the Equipment column. System will calculate total value of Add-On equipment then recalculate the entire value of the invoice and display the result at the bottom of the screen.

Note: You may remove orders from an unconfirmed invoice by selecting "Remove Order from this Invoice" via the right-click context menu.

Summary Section

Summary Charge breakdown area – Displayed is a summary of all the charges for the invoice. You can add miscellaneous charges to invoice. To add a miscellaneous charge, click on the icon. A blank line will appear. You can enter description of charge, GL account, if line is taxable and the billable amount. After altering charge area, click on calculator button .This will recalculate all the charges. Totals will lock when adjustments are applied to summary section. Click on the lock icon to lock in the totals. To unlock totals, click on lock icon. The system will ask for confirmation, if you press "Yes", system will recalculate charges from orders attached to invoice.

Note: You may add or change information in Summary area if the invoice is as Preview or Draft.

A draft must be confirmed to be an invoice. Click on Confirm at the top of the screen. It will create a new invoice with a new number assigned to it. Once an invoice is confirmed, totals cannot be edited.

Billing Orders from the Billing Module

Create Invoice from Orders

Click on Create menu at the top of the Billing Module screen. Select "Create Invoice from Orders" or click on its toolbar icon. The "Orders to Bill" screen will appear giving you several available options which are as follows:

Production

The Production field is a required field and must be filled in.

As of Date

The "**As of Date"** reflects on a specific date that orders are due to bill.

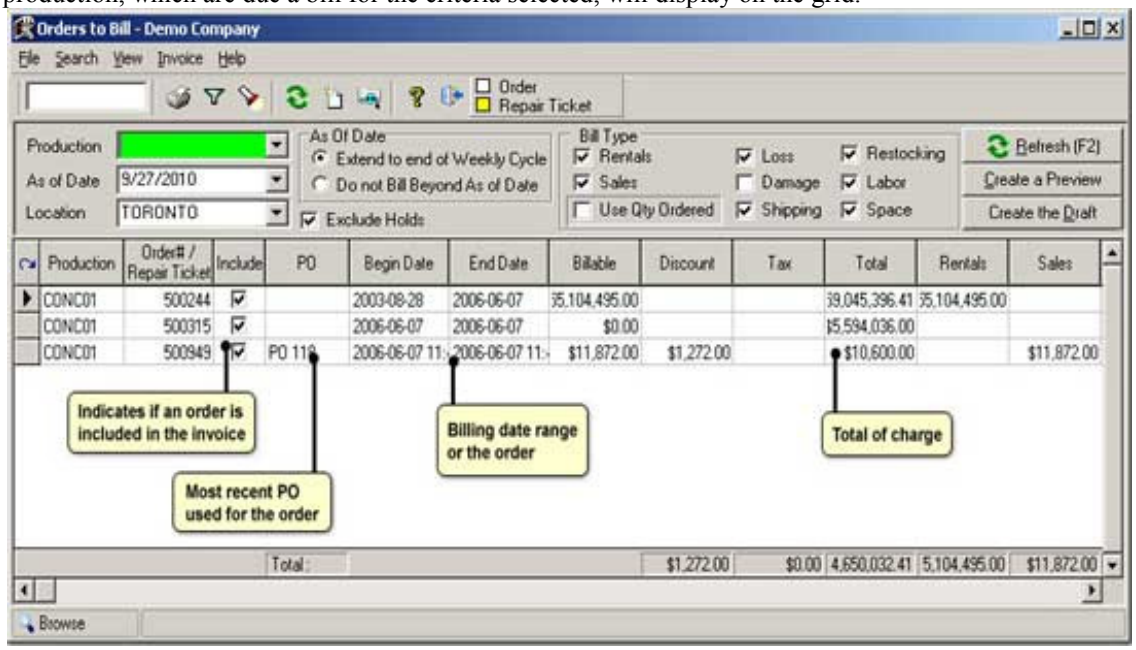
Location
Location is used if your RTPro is setup for multi-location.

Extend to end of Weekly Cycle
It means if the "As of Date" falls within a billing cycle date then bump the orders ending date to the end of the cycle.

Do not Bill beyond as of Date
It means the system will stop the billing on the "As of Date".

Exclude Holds
If you don't want to create an invoice for hold orders, checkmark Exclude Holds.

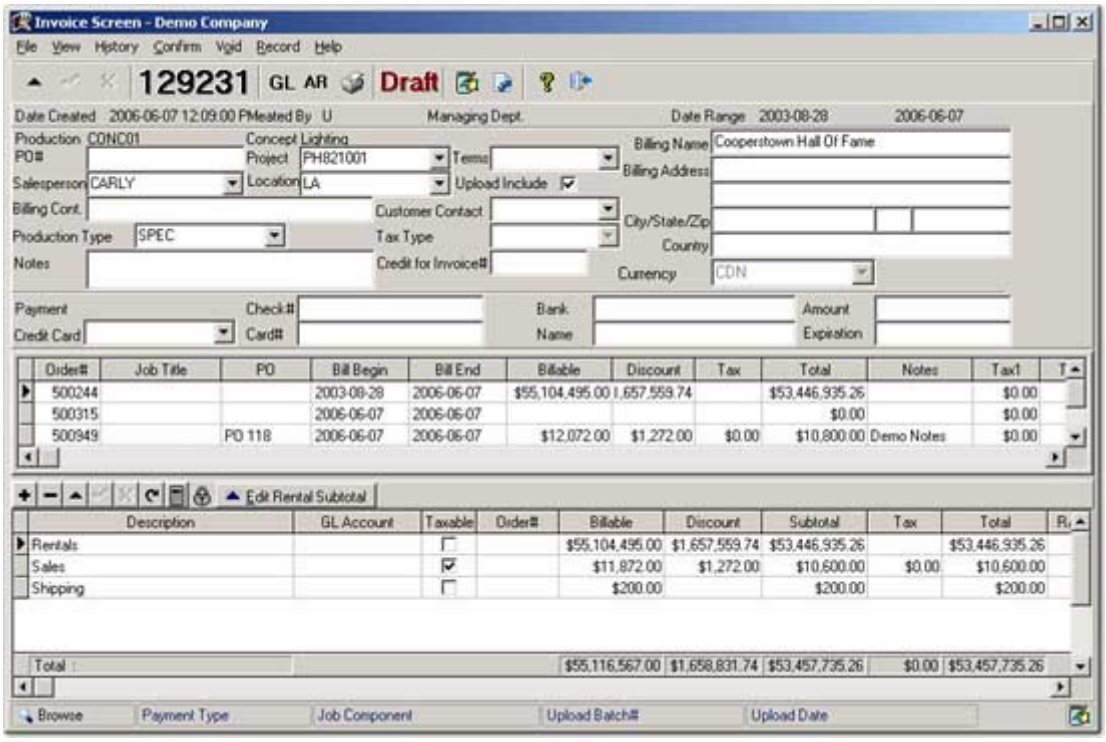
Bill type
It allows for selection of the types of charges the system should include in the bill. When selecting Rentals the system will look for all the rental items for the order, which were out during the billing range. The "Use Qty Ordered" ignores the rental check in/out and creates the invoice for the quantities that were ordered. Once the options are selected, click on the Refresh button. A list of all the orders for the production, which are due a bill for the criteria selected, will display on the grid.



Multiple orders can be attached to an invoice/draft/preview. To include an order on an invoice, click on the "Include" checkbox or use the space bar. A checkmark will appear if the order is to be included on the invoice. Once orders are selected, click on the "Create the Draft" button or select it from the Invoice Dropdown list, to bill the orders. The preview is just a snapshot of a bill and a preview cannot turn to a draft or invoice.

Note: The detail of each selected Order can be seen by selecting "Order Header Detail" via the right-click context menu.

Note: In the "Orders to Bill" screen, orders are distinguished by a white color and Repair Tickets by Yellow.


Invoice Screen - Demo Company
File View History Confirm Void Record Help
129231 GL AR Draft
Edit Rental Subtotal
Browse Payment Type Job Component Upload Batch# Upload Date

Editing the Rental Subtotal

If invoice is a Draft(unconfirmed invoice), you can edit it from Invoice screen. Click on the Edit Rental Subtotal and enter in an amount. The system will roll the calculation back to the line item details.

To Add Charges

To add a miscellaneous line, click on the + on the lower section of the screen.
A screen will appear prompting for the following:

Description

This is a description of the charge. For Example, “Additional Rental Charge” or “Discount”.

GL Account

The GL Account is required. To select a GL click on the drop down list.

Taxable

If tax should be charged, then check taxable. Even if the charge is taxable, production must be setup as taxable to use this check mark.

Subtotal

Enter amount of charge. The billable, tax and total will automatically calculate.

Click “OK” to save. Once totals are adjusted click on button, a lock reference will show above the summary section. To edit totals after lock is set re-click on button, lock reference will be removed from the invoice. Use calculator to recalculate invoice totals.

Note: If your company use AR module, when adding charges to the invoice, selection of Rentals/Sales is required.

Printing an Invoice/Draft

From the invoice header screen, there are several printout options available. Click on the printer icon. The print options are:

Invoice Summary

This is a single page printout, which recaps the invoice. This report shows the total amount of orders with miscellaneous item if they exist.

Invoice Detail
This will print the backup detail showing the equipment for each order on the invoice which made up the charges. The backup document is a print out of the rental/sales/loss/damage charges, which supports the order summary section. The backup does not consider any adjustments made to the summary charge area.

Print line item Prices
If checked, it will print out the line item prices on the backup detail.

Print Discount
This option will print out a discount if applicable.

Print Line Item Customer Notes
When this option is checked, program prints the rental Customer Notes or sales Customer Notes in the Description column of the Invoice Detail report.

Do not print $0.00 items
If checked, program will not print items with Extended Price equal to zero.

Creating a Non-Order Invoice

You can create an invoice that is not attached to an order. You can use this function to create an invoice for miscellaneous charges or perhaps a credit invoice. To do this, choose production, select "Create Non-Order Invoice" from Create menu of Billing Module. Select the Create option on the top menu bar. An Invoice/Draft Header will display. Add charges to Invoice/Draft. Refer to Definition of Invoice fields for details on adding miscellaneous charges. Once Draft is complete, invoice should be confirmed. Refer to Confirming a draft to an invoice.

Quick Search Toolbar

Quick Search allows you to search for an invoice quickly.

1. Search for invoices for a specific Parent and Production:
Enter in the Parent Code, and then enter in the Production. If you do not know the Parent, click on the ... button to bring up a lookup table. Once you have filled in the Parent code and Production, click on the ... button on the Invoice. This will bring up all the invoices for the specific Parent and Production you have selected.

2. Search the entire list of invoices:
Click on the ... button. The system will give the option to see the last 50, 200 or all invoices

Options Available in Invoice Screen

File menu

Print Invoice/Draft
This feature brings up the print options for printing an Invoice/Draft.

Print General Ledger
A general ledger breakdown report will print.

Print Customized Invoice
This option will allow users to print the customized invoice.

View Menu

Order Detail
This option will show detail charge breakdown for a selected order. The detail breakdown for both Rental and Sales will be displayed. To see this information directly, press F3 on the Invoice Screen.

Invoice Detail
If invoice is not confirmed, you may add a new equipment to this invoice at the lower part of the Invoice Detail screen. Press "Add Ons" icon in the toolbar and fill the Equipment column. System will calculate total value of added equipment then recalculates the entire value of the invoice and displays the result at the bottom of the screen.

General Ledger Detail
This option shows general ledger breakdown for invoice and can adjust within the screen. During adjusting of detail lines, amounts must be balanced to invoice total. System will not allow an unbalanced ledger. When making any changes breakdown, click on lock icon to save before exiting. Screen will display, indicating it has been saved. If are locked, ignore and recalculate screen.

Repair Ticket Detail
This option illustrates the detail report with charge breakdown for a repair ticket. You will get access to this option under View menu or just hit the F4 key on the Invoice Screen. Double clicking on a ticket row will open the Repair Ticket Screen.

Labor Detail
This option displays detail of the labor charges breakdown. This option is available if the Labor module is used.

Customized Output
This screen is mostly used to allow the user to enter a summarized version of the invoice and print that one instead of printing the normal invoice. There will be a button on this screen that is called "Default from 1st Order". If this is selected then the description lines will default in from the Customized Rental Order Screen of the 1st order attached to the invoice.

Invoice - Shipping Charges Detail
This screen shows the detail of shipping charges for an order. You will get access to this screen by double clicking on the Shipping (if existed) in the lower grid of the Invoice Screen.

History Menu

Restore from history
If you are viewing an invoice in history, you can restore it from history to live using this option.

Confirm Menu

Confirm Invoice/Credit
This option will confirm an invoice from a draft. Once an invoice is confirmed, totals cannot be adjusted.
Note: If your company uses the AR module, to confirm the invoice, GL Account distribution must balance.

Change Invoice Date
The "Change Invoice Date" allows changing an invoice creation date. Enter the new creation date or use the calendar by pressing drop-down arrow on the prompted screen and press OK.

Void Menu

Void Invoice
Under some circumstances an invoice may need to be voided. An invoice cannot be deleted, but can be set to void. When setting an invoice to void, system will ask for a reason. The reason will be stored on the voided invoice header. In addition, a record will be written to system log, indicating the date and user who voided the invoice. Orders attached to a voided invoice will be released for billing.

Delete Preview
A preview is an estimated billing, which does not lock in totals for an order.

Delete Draft

A draft is an unconfirmed invoice. If a draft is deleted the orders attached to the draft will be released for billing.

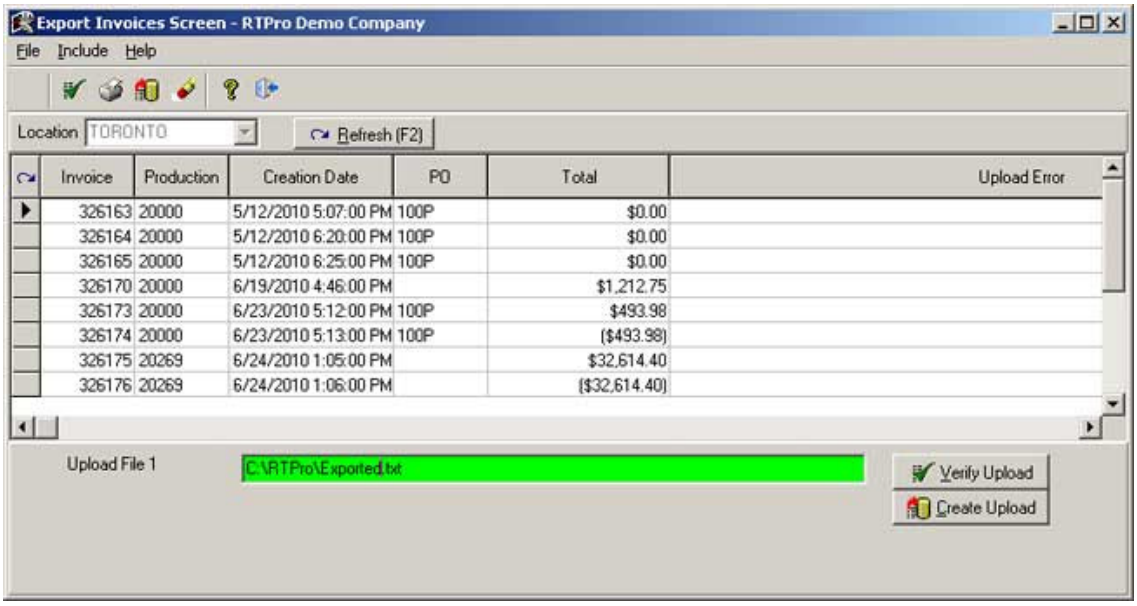
Void Credit

A credit is an invoice with a negative amount.

Note: There are various options available within right-click menu on the Invoice Screen. Select a desired row in Order section. Right click on the selected order and choose one of the available options in the list to edit on the order, view order notes, view invoice detail or to remove order from this invoice.

Export Invoices

RTRpo has the ability to export invoices in different file formats that could import on many inventory Accounting software such as Quick Book, AccPack, etc. To export invoices, users have to define a specific path where invoices should be uploaded. Press "Verify Upload" to validate invoices for uploading, then click "Create Upload" to create a file that contains exported invoices.



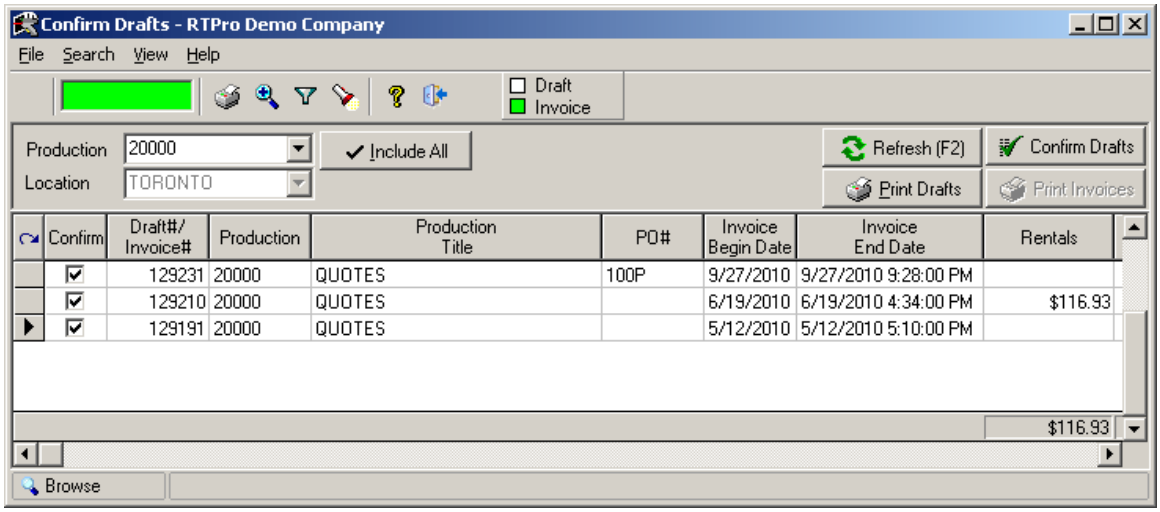
Confirm Drafts

RTPro has the ability to list all drafts through the Confirm Draft Batch screen. The user can then review, print and confirm selected drafts.

When pressing the Refresh button, RTPro shows the drafts on the grid listing. The user can prints the drafts, select the drafts, confirm drafts to invoices, and print the invoices.

Note: The list of drafts can be filtered by Production or Location. If your company is multi location you should select location before continue. For multiple location users the user default location will default in.

Note: As soon as a line is checked or unchecked, grid total for all currency columns will be updated.



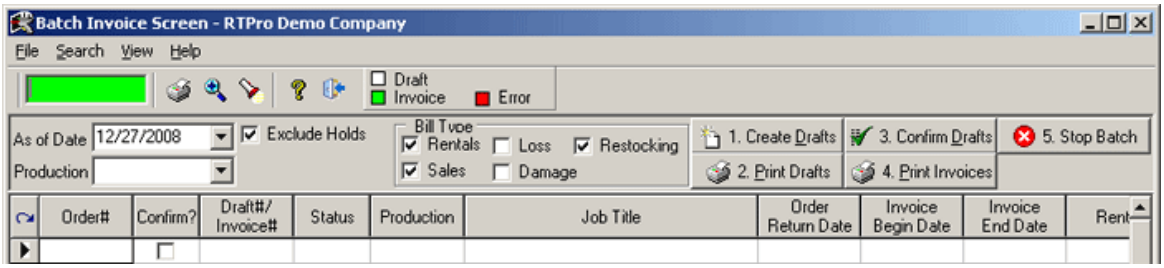
Listing Menu

From the Billing menu, there is a listing option. There are options to view all invoices, drafts, previews, voids, and credits.

Batch Invoice

There is an option within RTPro that allows you to create an invoice for orders in batch method. From the Billing Module, select “Batch Invoice Screen” under Batch menu.

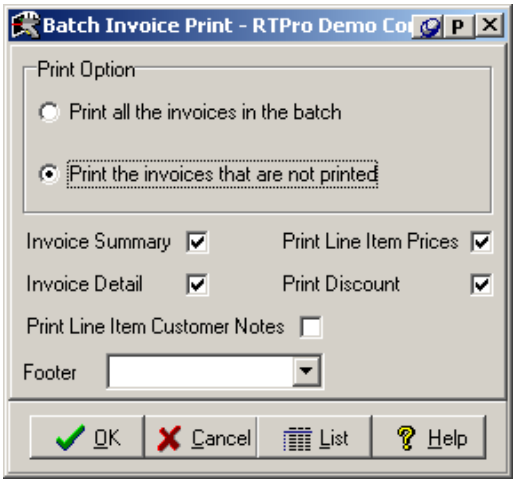
Note: If your company is multi location you should select location before continue.
The Batch Invoice Screen will appear.



In this screen, choose as of date, select a production (if billing a single production), and if you don't want to create invoice for hold orders checkmark “Exclude Holds”. Choose the bill types to include in the calculations.
Press the ‘1, “Create Drafts” button. You will see a list of all created drafts. Next, the draft can be printed for review, but this is not required. If you wish to print drafts click ‘2, “Print Drafts”. The next step will be to confirm the drafts into invoices. Click on the ‘3, “Confirm Drafts” box for each draft you wish to confirm into an invoice. The Invoices can be printed. Click on the ‘4, “Print Invoices”. Once done, the batch will need to be stopped. Click on the ‘5, “Stop Button”. Any drafts that are not confirmed into an invoice will be deleted.

Batch Invoice Print

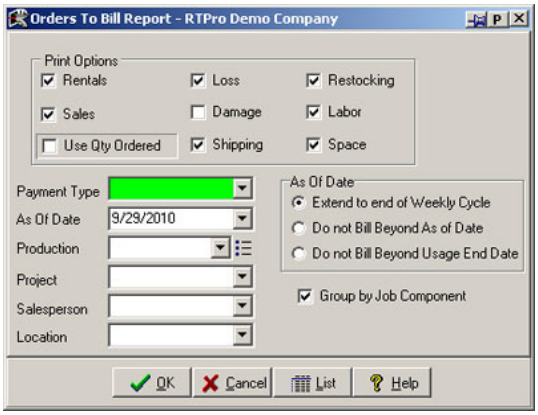
This option will print Invoices for the selected production. You can choose to print all the invoices listed in Batch Invoice Screen with summary or Detail. You may select to display discounts and item prices on the report sheet.



Billing Reports

Orders to Bill

This report is one of the most important reports in RTPro. This report reflects all the orders that are due to bill based upon the criteria entered. This report should be run frequently, perhaps daily or weekly.



Print Option

Allows the user to select the types of charges that the system should include in the bill. For instance, when selecting Rentals the system will look for all the rental items for the order, which were out during the billing range. The "Use Qty Ordered" ignores the rental check in/out and creates the invoice for the quantities ordered.

Payment type

A payment type can be selected. Only those orders matching the payment type will be considered in the report.

As of Date

The "**As of Date"** is the date the system will use to look across the orders for charges.

Other filter fields are production, project, sales person and location.

Note: Location is available if your system is setup as multi-location. Refer to Multi Location option in Administration-System Setup.

Extended to the end of the Weekly Cycle

It means if the "As of Date" falls within a billing cycle, then the orders ending date will be bumped to the end of the cycle.

Do not Bill beyond as of Date

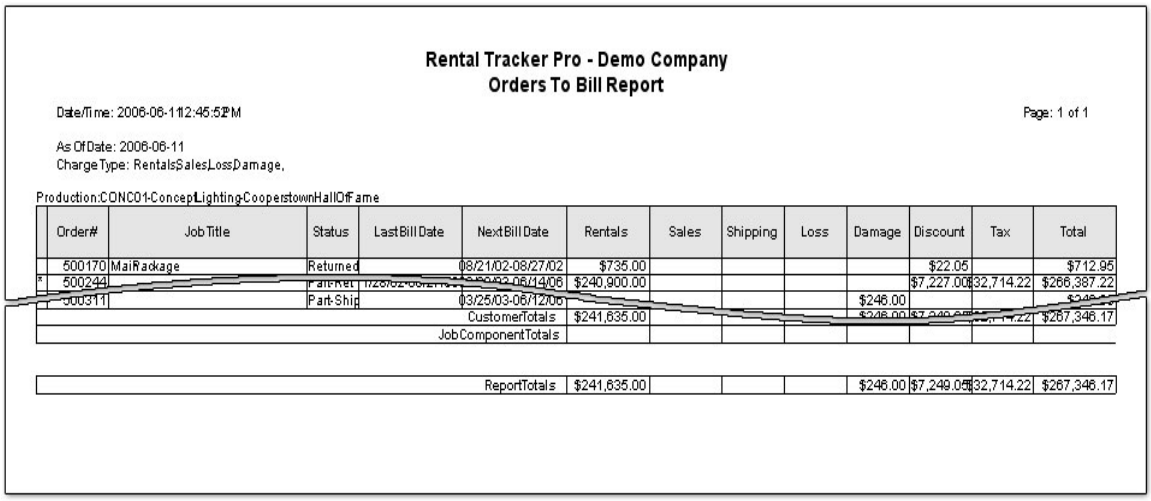
It means the system will stop the billing on the "As of Date".

Do not Bill Beyond Usage End Date

It means the system will not bill beyond the Usage End Date of the order.

Group by Job Component

This option can be used to group a report by the Job Components.



Rental Tracker Pro - Demo Company
Orders To Bill Report

Date/Time: 2006-06-11 12:45:52 PM

Page: 1 of 1

As Of Date: 2006-06-11
Charge Type: Rentals,Sales,Loss,Damage,

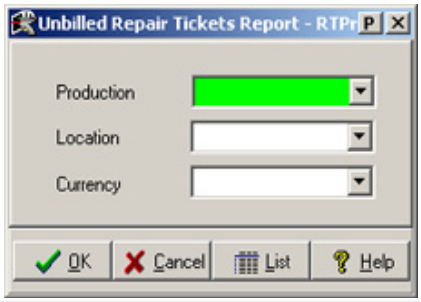
Production:CONC01-Concept Lighting-Cooperstown Hall Of Fame

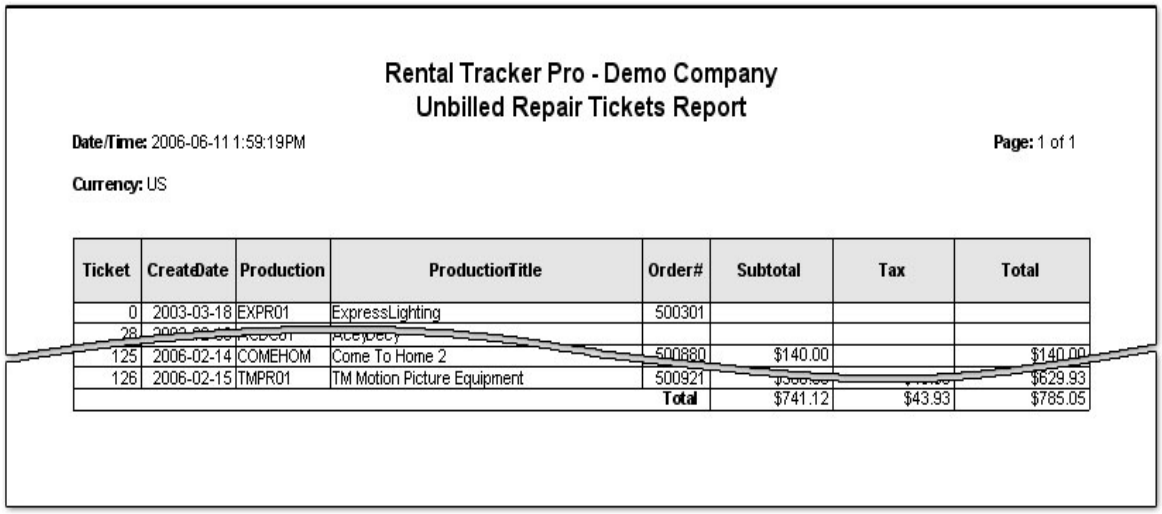
	Order#	Job Title	Status	Last Bill Date	Next Bill Date	Rentals	Sales	Shipping	Loss	Damage	Discount	Tax	Total
	500170	Mail Package	Returned		08/21/02-08/27/02	$735.00					$22.05		$712.95
*	500244		Part-Ret	11/26/02-06/13/06	06/13/06-06/14/06	$240,900.00					$7,227.00	$32,714.22	$266,387.22
	500311		Part-Ship		03/25/03-06/12/06					$246.00			
					CustomerTotals	$241,635.00							$267,346.17
					JobComponentTotals								
					ReportTotals	$241,635.00				$246.00	$7,249.05	$32,714.22	$267,346.17

Unbilled Repair Tickets

This report represents the repair tickets that have not been billed and that have charges. In this report, only billable tickets will print.

Before you continue, some filtering criteria are available such as production, location or currency. "Unbilled Repair Tickets" report sheet contains ticket number, the creation date of repair ticket and other useful information. You may find this report under Reports menu.





Rental Tracker Pro - Demo Company
Unbilled Repair Tickets Report

Date/Time: 2006-06-11 1:59:19 PM

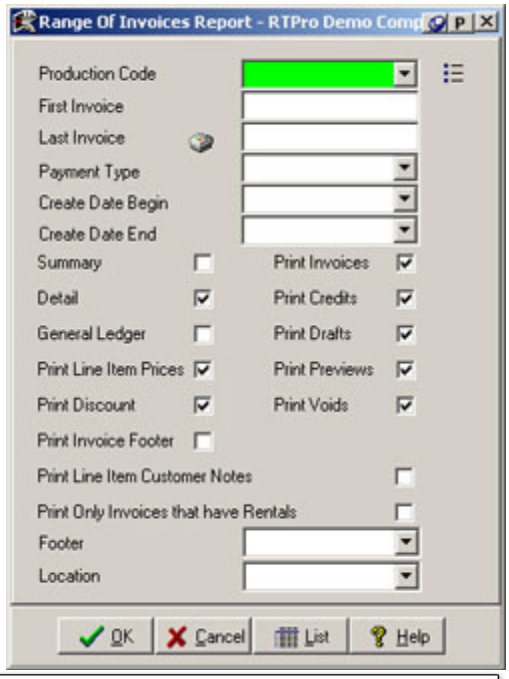
Page: 1 of 1

Currency: US

Ticket	CreateDate	Production	ProductionTitle	Order#	Subtotal	Tax	Total
0	2003-03-18	EXPR01	ExpressLighting	500301			
28							
125	2006-02-14	COMEHOM	Come To Home 2	500880	$140.00		$140.00
126	2006-02-15	TMPR01	TM Motion Picture Equipment	500921			$629.93
				Total	$741.12	$43.93	$785.05

Print Range of Invoices

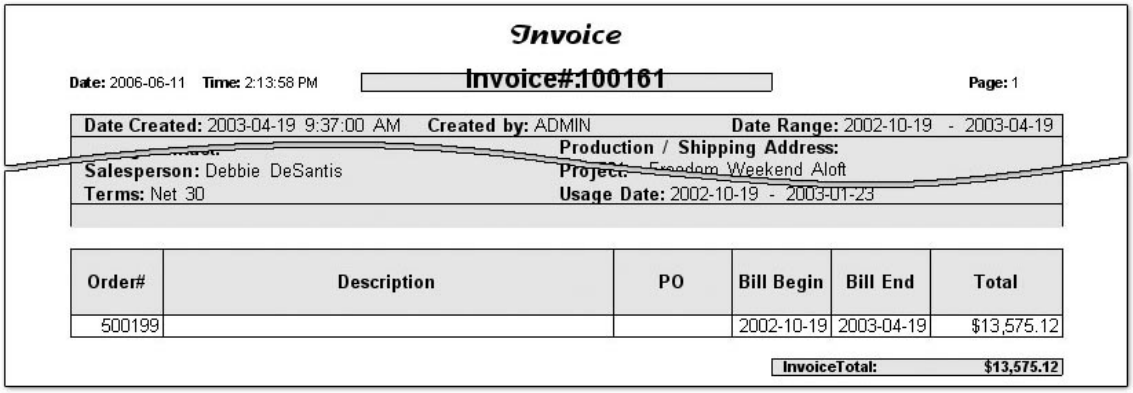
This option allows for printing invoices in a batch range.



Production Code

You can specify single or multiple productions. To select multiple productions, use its icon in front of the production code field. A range of productions can be selected thru the Select List. This list can display productions by codes, descriptions or both.

This report can be filtered by using an invoice range or an invoice creates date. There are options available to print Summary, Detail, and General Ledger and other settings. If your company is multi-Location, you can also choose a location to filter the report. Depending on how you filter the report, it can give you separate pages like, Invoice header, Invoice detail or GL distribution reports.



Invoice

Date: 2006-06-11 **Time:** 2:13:58 PM **Invoice#:100161** **Page:** 1

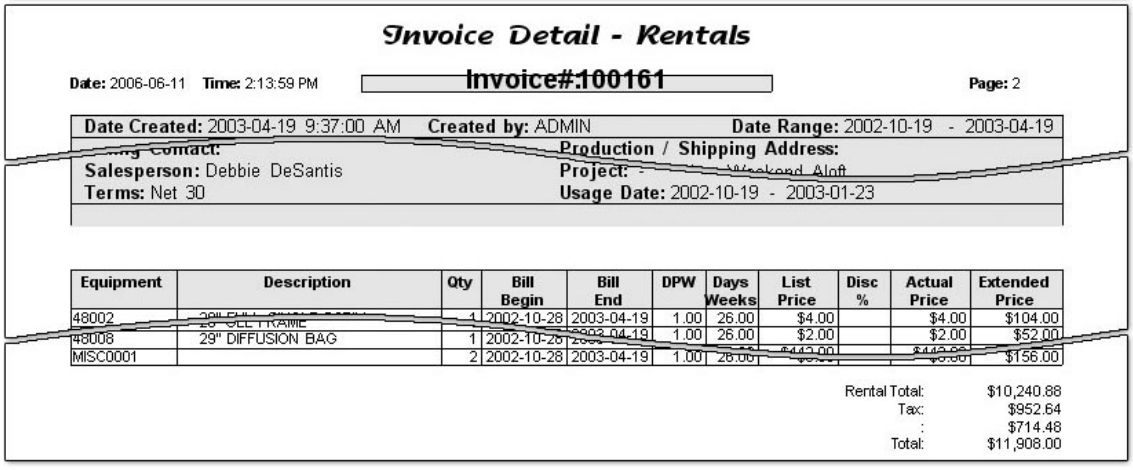
Date Created: 2003-04-19 9:37:00 AM **Created by:** ADMIN **Date Range:** 2002-10-19 - 2003-04-19

Production / Shipping Address:

Salesperson: Debbie DeSantis
Project: Freedom Weekend Aloft
Terms: Net 30
Usage Date: 2002-10-19 - 2003-01-23

Order#	Description	PO	Bill Begin	Bill End	Total
500199			2002-10-19	2003-04-19	$13,575.12

InvoiceTotal: **$13,575.12**



Invoice Detail - Rentals

Date: 2006-06-11 **Time:** 2:13:59 PM **Invoice#:100161** **Page:** 2

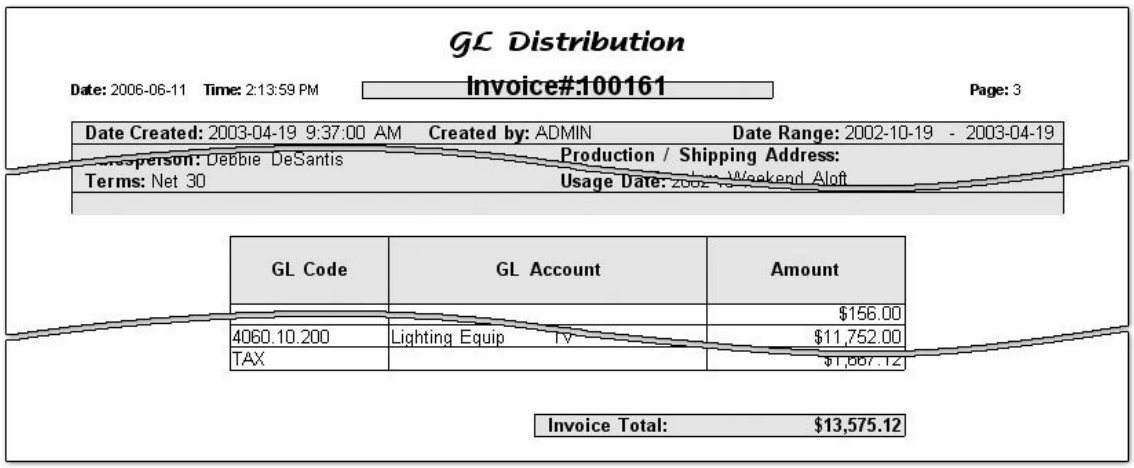
Date Created: 2003-04-19 9:37:00 AM **Created by:** ADMIN **Date Range:** 2002-10-19 - 2003-04-19

Production / Shipping Address:

Salesperson: Debbie DeSantis
Project: -
Terms: Net 30
Usage Date: 2002-10-19 - 2003-01-23

Equipment	Description	Qty	Bill Begin	Bill End	DPW	Days Weeks	List Price	Disc %	Actual Price	Extended Price
48002	[illegible]	1	2002-10-28	2003-04-19	1.00	26.00	$4.00		$4.00	$104.00
48008	29" DIFFUSION BAG	1	2002-10-28	[illegible]	1.00	26.00	$2.00		$2.00	$52.00
MISC0001		2	2002-10-28	2003-04-19	1.00	26.00	[illegible]		[illegible]	$156.00

Rental Total: $10,240.88
Tax: $952.64
: $714.48
Total: $11,908.00



GL Distribution

Date: 2006-06-11 Time: 2:13:59 PM Invoice#:100161 Page: 3

Date Created: 2003-04-19 9:37:00 AM Created by: ADMIN Date Range: 2002-10-19 - 2003-04-19

Salesperson: Debbie DeSantis Production / Shipping Address:

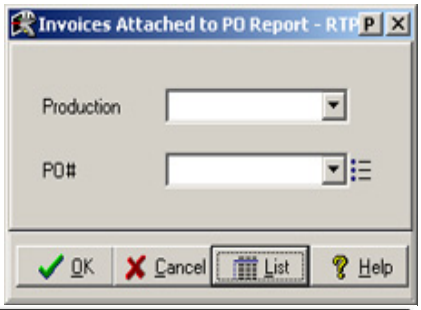
Terms: Net 30 Usage Date: [illegible] Weekend Aloft

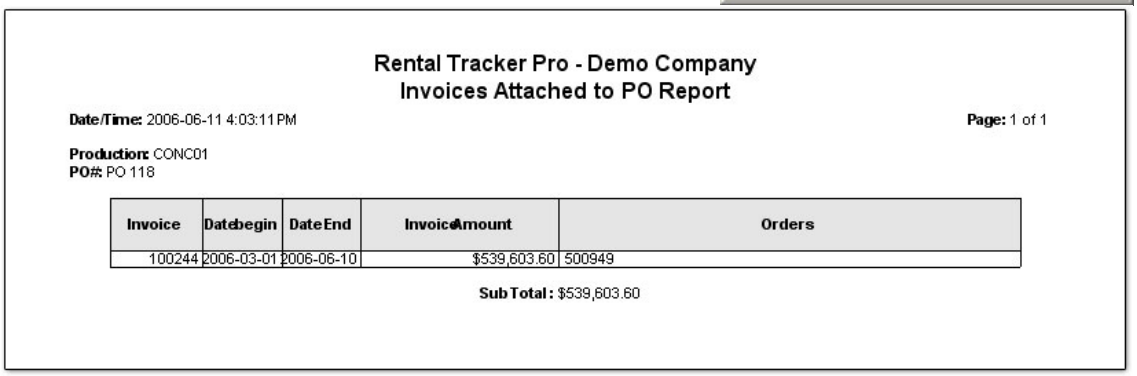
GL Code	GL Account	Amount
		$156.00
4060.10.200	Lighting Equip TV	$11,752.00
TAX		$1,667.12

Invoice Total: $13,575.12

Invoices Attached to PO

The "Invoices Attached to PO" report prints out all the invoices attached to a PO (Purchase Order).The Production and the PO number should be entered. A single PO or multiple Purchase Orders can be specified. This report is great for reporting the hard dollar amount applied towards a PO. The report contains invoice numbers, beginning and ending dates, invoice amounts and order numbers.





Rental Tracker Pro - Demo Company

Invoices Attached to PO Report

Date/Time: 2006-06-11 4:03:11 PM Page: 1 of 1

Production: CONC01

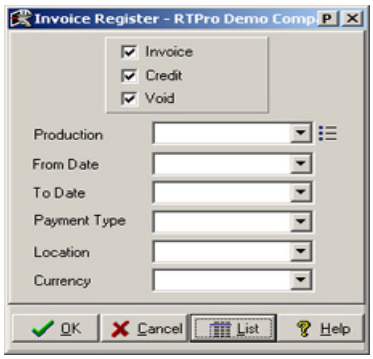
PO#: PO 118

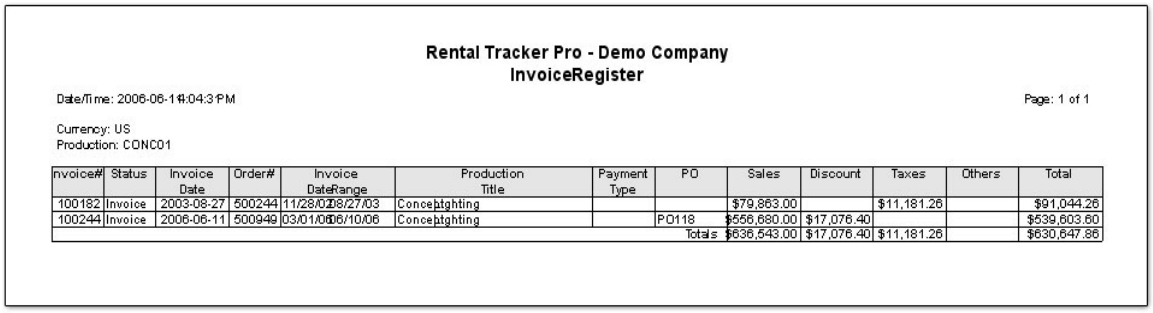
Invoice	Datebegin	DateEnd	InvoiceAmount	Orders
100244	2006-03-01	2006-06-10	$539,603.60	500949

Sub Total: $539,603.60

Invoice/Credit/Void Register

To see the list of all Invoices, Credits and Voids which are relevant to a single or multiple productions, select this report under Reports dropdown list. User can checkmark one or more checkboxes to filter invoice/credit/void in the report sheet.





Rental Tracker Pro - Demo Company
InvoiceRegister

Date/Time: 2006-06-11 4:04:3 PM

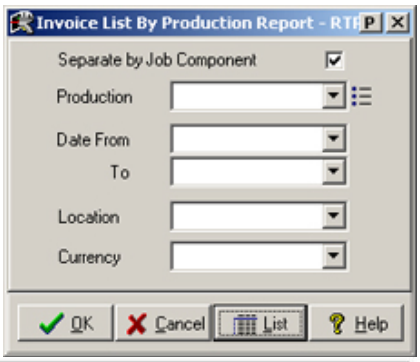
Page: 1 of 1

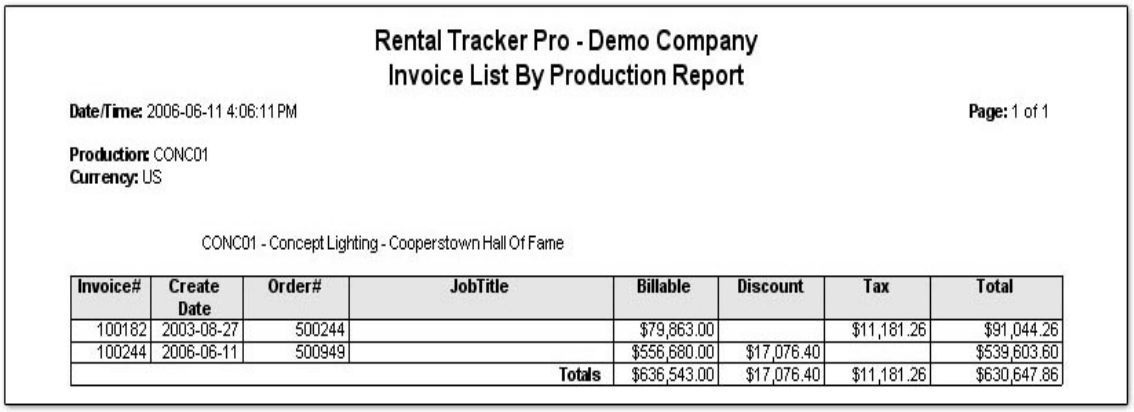
Currency: US
Production: CONC01

Invoice#	Status	Invoice Date	Order#	Invoice DateRange	Production Title	Payment Type	PO	Sales	Discount	Taxes	Others	Total
100182	Invoice	2003-08-27	500244	11/28/02	08/27/03	Concept Lighting			$79,863.00		$11,181.26		$91,044.26
100244	Invoice	2006-06-11	500949	03/01/06	06/10/06	Concept Lighting		PO118	$556,680.00	$17,076.40			$539,603.60
								Totals	$636,543.00	$17,076.40	$11,181.26		$630,647.86

Invoice List by Production

The "Invoice List by Production" report prints out a list of invoices across a single or multiple productions for a specific date range with price breakdown of each invoice number. You may separate such report by job component when check marking the checkbox. If your company is multi-location or multi-currency, you can also choose Location, Currency or, both to filter the report.





Rental Tracker Pro - Demo Company
Invoice List By Production Report

Date/Time: 2006-06-11 4:06:11 PM

Page: 1 of 1

Production: CONC01
Currency: US

CONC01 - Concept Lighting - Cooperstown Hall Of Fame

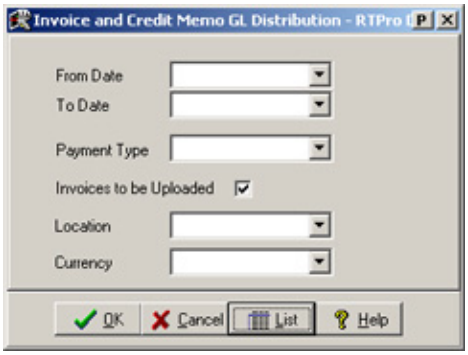
Invoice#	Create Date	Order#	JobTitle	Billable	Discount	Tax	Total
100182	2003-08-27	500244		$79,863.00		$11,181.26	$91,044.26
100244	2006-06-11	500949		$556,680.00	$17,076.40		$539,603.60
			Totals	$636,543.00	$17,076.40	$11,181.26	$630,647.86

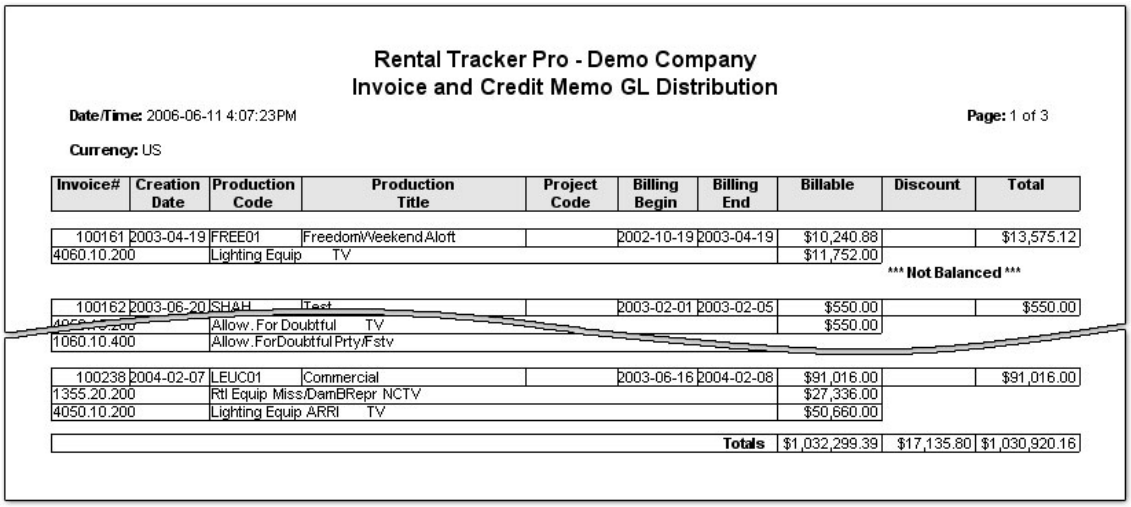
Invoice and Credit Memo GL Distribution

The "Invoice and Credit Memo GL Distribution" report prints out a report of each invoice/credit memo with a breakdown of each GL transaction for that invoice. The options are by date range and payment type.

Invoices to be uploaded

If checked, uploaded invoices will be listed in the report.





Rental Tracker Pro - Demo Company
Invoice and Credit Memo GL Distribution

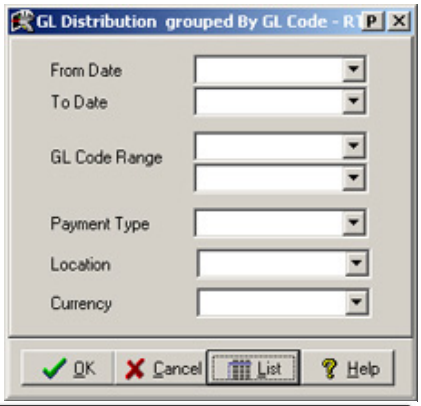
Date/Time: 2006-06-11 4:07:23PM **Page:** 1 of 3

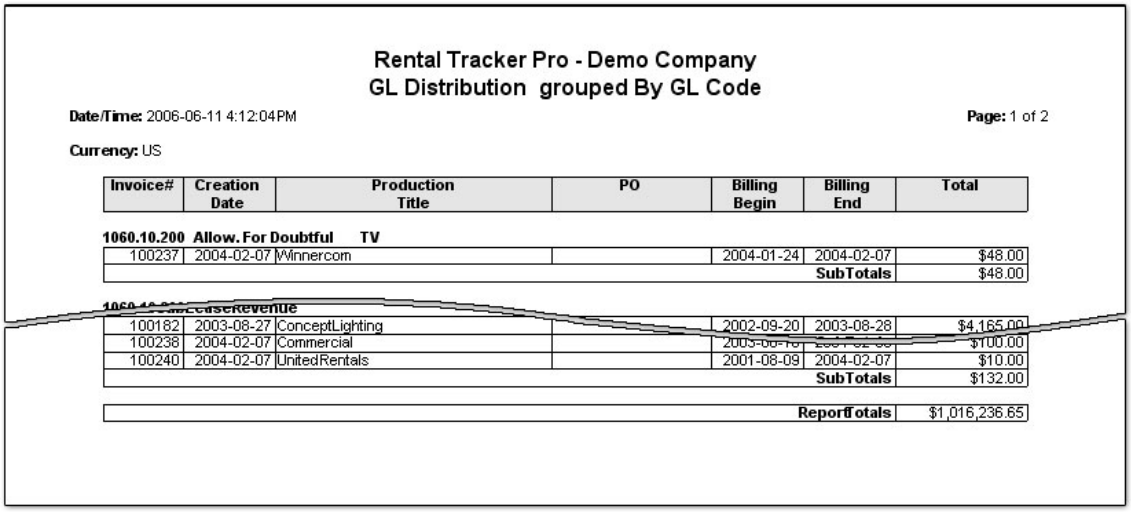
Currency: US

Invoice#	Creation Date	Production Code	Production Title	Project Code	Billing Begin	Billing End	Billable	Discount	Total
100161	2003-04-19	FREE01	FreedomWeekendAloft		2002-10-19	2003-04-19	$10,240.88		$13,575.12
4060.10.200		Lighting Equip	TV				$11,752.00		
								*** Not Balanced ***	
100162	2003-06-20	SHAH	Test		2003-02-01	2003-02-05	$550.00		$550.00
[illegible]		Allow. For Doubtful	TV				$550.00		
1060.10.400		Allow. ForDoubtful Prty/Fstv							
100238	2004-02-07	LEUC01	Commercial		2003-06-16	2004-02-08	$91,016.00		$91,016.00
1355.20.200		Rtl Equip Miss/DamBRepr NCTV					$27,336.00		
4050.10.200		Lighting Equip ARRI	TV				$50,660.00		
						Totals	$1,032,299.39	$17,135.80	$1,030,920.16

GL Distribution Grouped by GL Code

The "GL Distribution Grouped by GL Code" report prints out a report of each GL account with the activity from each invoice for that account. The options are by date range, GL range and payment type. If your company is multi-location or multi-currency, you can also choose Location or Currency or, both to filter report.





Rental Tracker Pro - Demo Company
GL Distribution grouped By GL Code

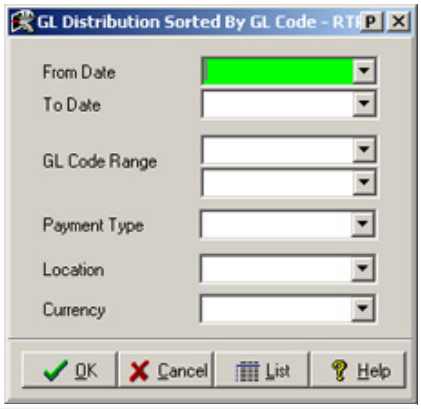
Date/Time: 2006-06-11 4:12:04PM **Page:** 1 of 2

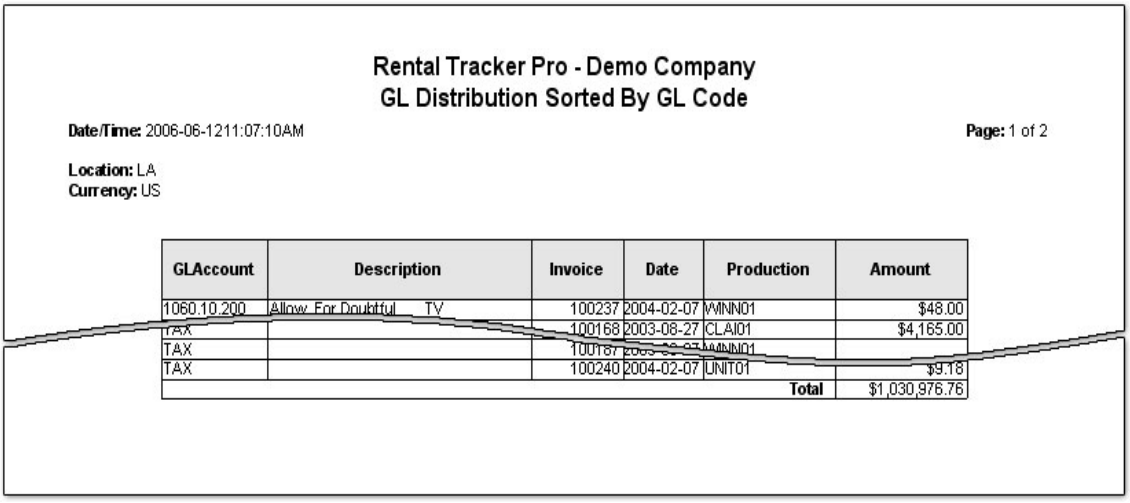
Currency: US

Invoice#	Creation Date	Production Title	PO	Billing Begin	Billing End	Total
1060.10.200 Allow. For Doubtful TV						
100237	2004-02-07	Winnercom		2004-01-24	2004-02-07	$48.00
					SubTotals	$48.00
[illegible]						
100182	2003-08-27	ConceptLighting		2002-09-20	2003-08-28	$4,165.00
100238	2004-02-07	Commercial		[illegible]	[illegible]	$100.00
100240	2004-02-07	UnitedRentals		2001-08-09	2004-02-07	$10.00
					SubTotals	$132.00
					ReportTotals	$1,016,236.65

GL Distribution Sorted by GL Code

The "GL Distribution Sorted by GL Code" report prints out a report of the GL activity for each invoice sorted in the order of the GL account. The options are by date range, GL range and payment type. This report contains GL account, description, invoice number, date, production code and amount.





Rental Tracker Pro - Demo Company
GL Distribution Sorted By GL Code

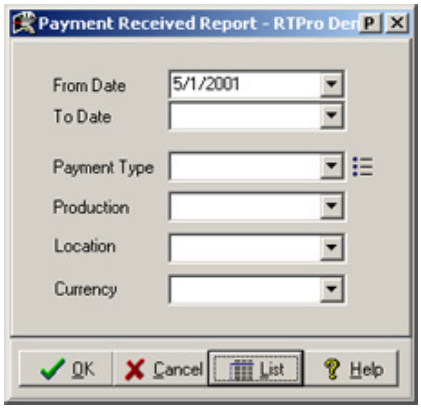
Date/Time: 2006-06-1211:07:10AM **Page:** 1 of 2

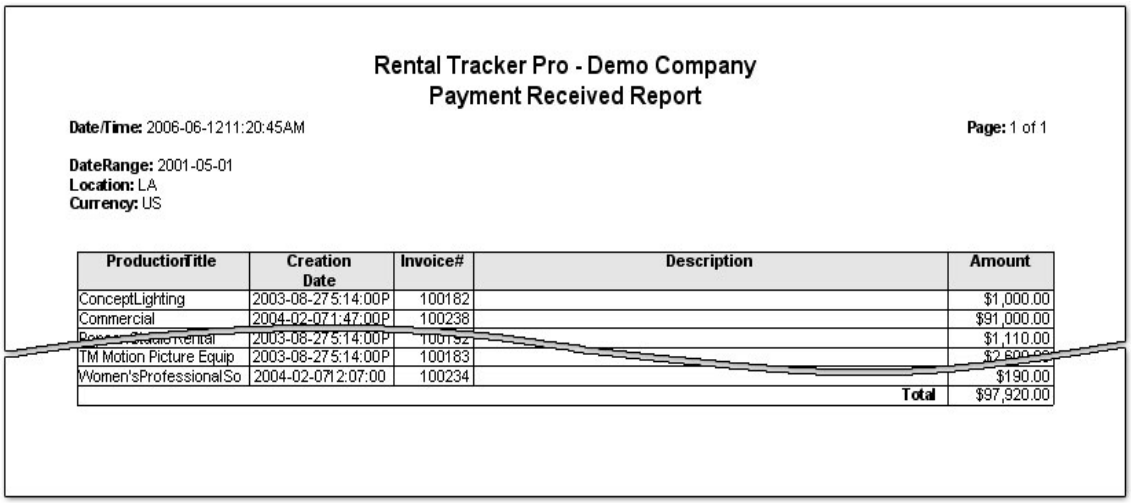
Location: LA
Currency: US

GLAccount	Description	Invoice	Date	Production	Amount
1060.10.200	Allow. For Doubtful TV	100237	2004-02-07	MINN01	$48.00
TAX		100168	2003-08-27	CLAI01	$4,165.00
TAX		100187	[illegible]	MINN01	
TAX		100240	2004-02-07	UNIT01	$9.18
				Total	$1,030,976.76

Payment Received Report

The "Payment Received" report prints out the cash payments entered in on the invoice header for a certain date range. You can filter this report by payment type, production, location or currency. The report sheet contains the production title, creation date, invoice number, amount and description.





Rental Tracker Pro - Demo Company
Payment Received Report

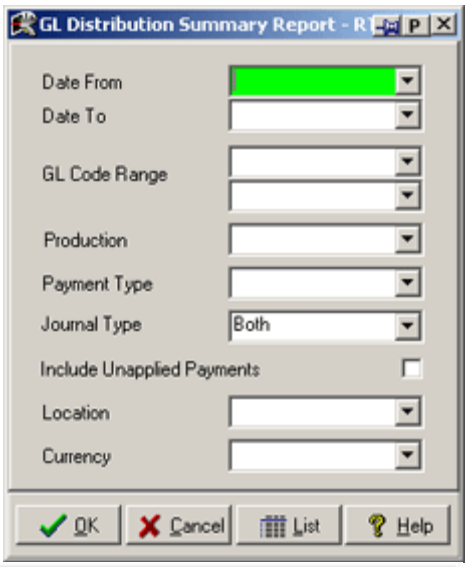
Date/Time: 2006-06-1211:20:45AM **Page:** 1 of 1

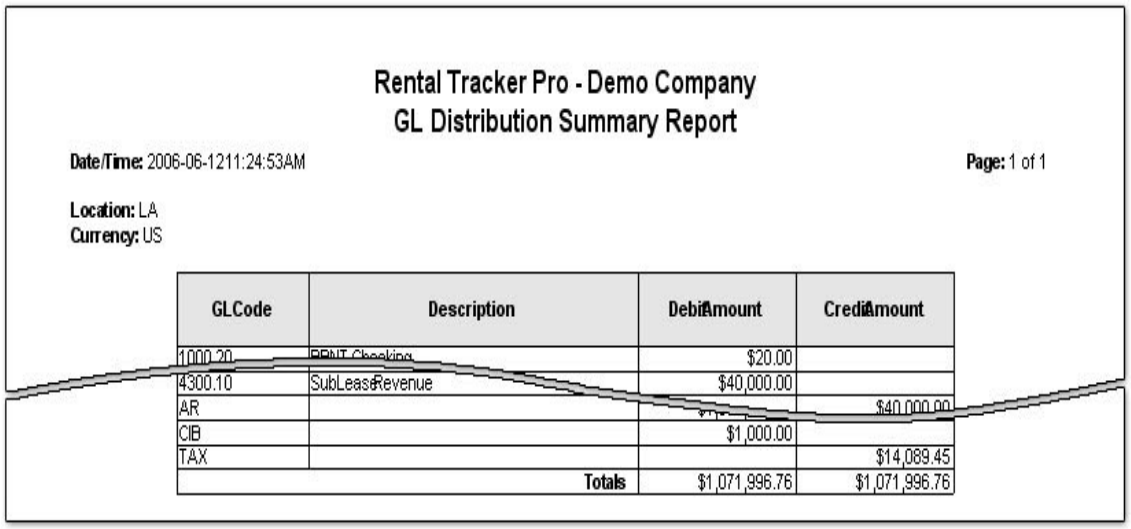
DateRange: 2001-05-01
Location: LA
Currency: US

ProductionTitle	Creation Date	Invoice#	Description	Amount
ConceptLighting	2003-08-275:14:00P	100182		$1,000.00
Commercial	2004-02-071:47:00P	100238		$91,000.00
[illegible]	2003-08-275:14:00P	100152		$1,110.00
TM Motion Picture Equip	2003-08-275:14:00P	100183		$2,600.00
Women'sProfessionalSo	2004-02-0712:07:00	100234		$190.00
			Total	$97,920.00

GL Distribution Summary

The "GL Distribution Summary" report prints out a summary sheet per GL code across a date range and payment type. Filtering options are by date range, GL range, production, payment type and journal type. If your company is using multi location and multi currency features, you can choose location and currency to filter the report.





Rental Tracker Pro - Demo Company
GL Distribution Summary Report

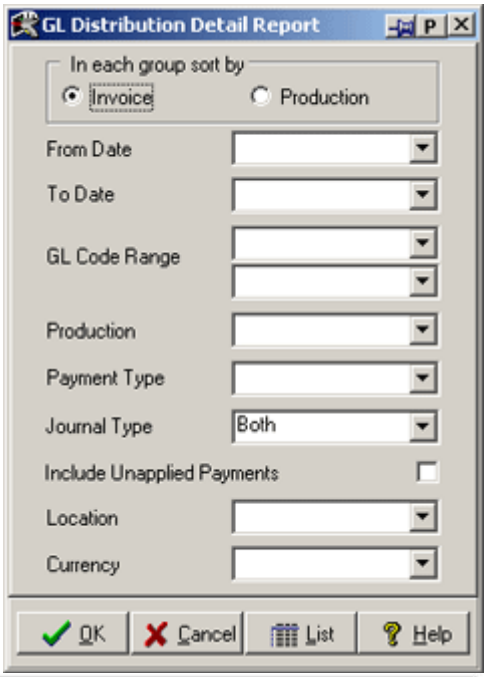
Date/Time: 2006-06-1211:24:53AM **Page:** 1 of 1

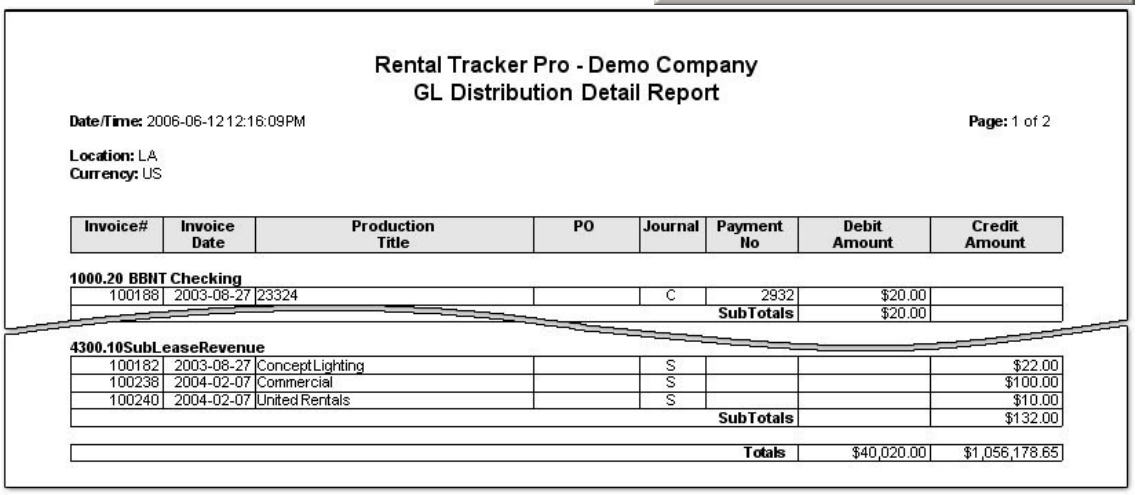
Location: LA
Currency: US

GLCode	Description	DebitAmount	CreditAmount
1000.20	[illegible]	$20.00	
4300.10	SubLeaseRevenue	$40,000.00	
AR		[illegible]	$40,000.00
CIB		$1,000.00	
TAX			$14,089.45
	Totals	$1,071,996.76	$1,071,996.76

GL Distribution Detail

The “GL Distribution Detail” report prints out a detail of each GL code across a date range and payment type. Filtering options are by date range, GL range, production, payment type and journal type. If your company is using multi location and multi currency features, you can choose location and currency to filter the report.





Rental Tracker Pro - Demo Company
GL Distribution Detail Report

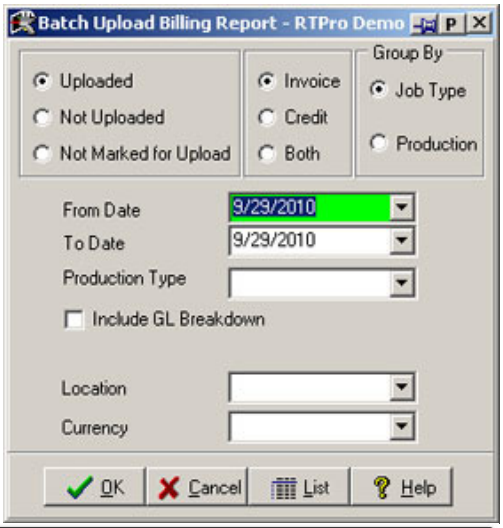
Date/Time: 2006-06-12 12:16:09PM **Page:** 1 of 2

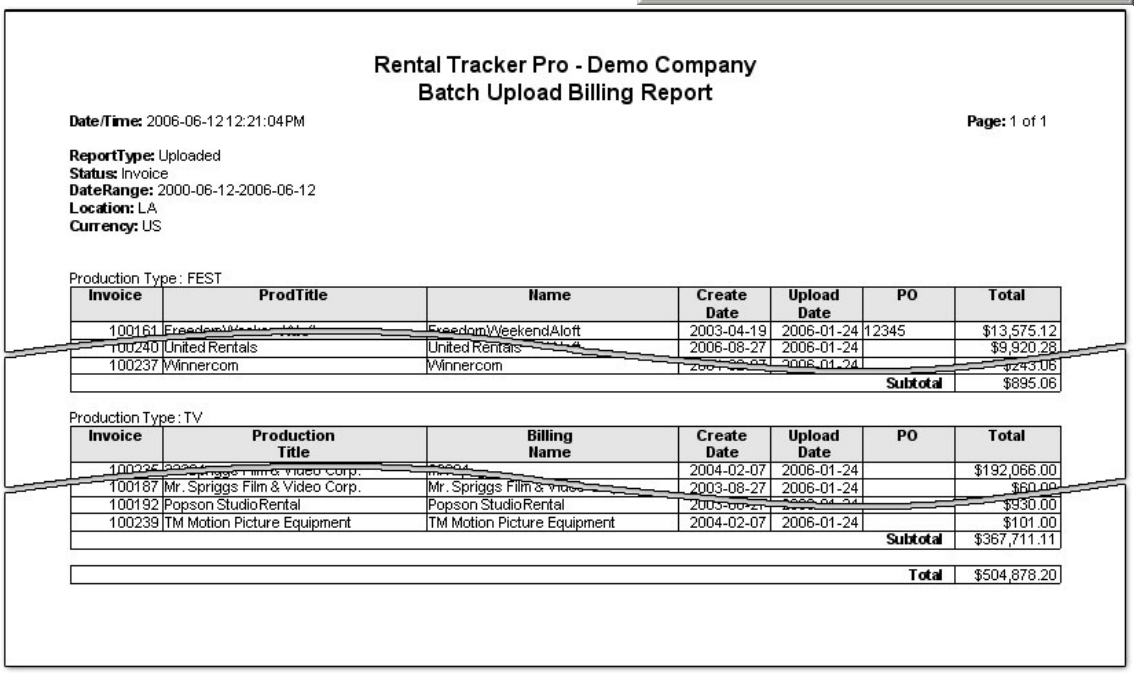
Location: LA
Currency: US

Invoice#	Invoice Date	Production Title	PO	Journal	Payment No	Debit Amount	Credit Amount
1000.20 BBNT Checking							
100188	2003-08-27	23324		C	2932	$20.00	
					SubTotals	$20.00	
4300.10SubLeaseRevenue							
100182	2003-08-27	Concept Lighting		S			$22.00
100238	2004-02-07	Commercial		S			$100.00
100240	2004-02-07	United Rentals		S			$10.00
					SubTotals		$132.00
					Totals	$40,020.00	$1,056,178.65

Upload Report

The “Upload” report gives various options to print the invoices which have been exported out of RTPro, the invoices which have not been exported out of RTPro, the invoices which have not been exported out of RTPro that are marked to be exported, and the invoices that are marked not to be exported out of RTPro. You can choose to include Uploaded or Not Uploaded invoices and credits in the report. Use filtering options to see the result. You can also include the GL breakdown using “Include GL Breakdown”.





Rental Tracker Pro - Demo Company
Batch Upload Billing Report

Date/Time: 2006-06-12 12:21:04PM **Page:** 1 of 1

ReportType: Uploaded
Status: Invoice
DateRange: 2000-06-12-2006-06-12
Location: LA
Currency: US

Production Type : FEST

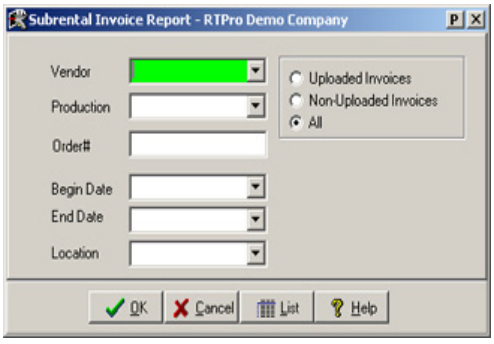
Invoice	ProdTitle	Name	Create Date	Upload Date	PO	Total
100161	[illegible]	FreedomWeekendAloft	2003-04-19	2006-01-24	12345	$13,575.12
100240	United Rentals	United Rentals	2006-08-27	2006-01-24		$9,920.28
100237	Winnercom	Winnercom	[illegible]	2006-01-24		$243.06
					Subtotal	$895.06

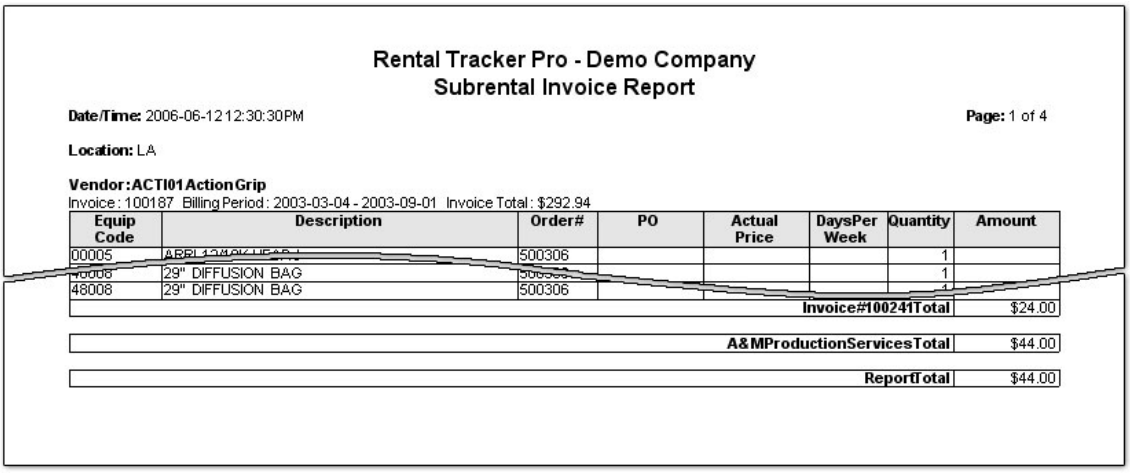
Production Type : TV

Invoice	Production Title	Billing Name	Create Date	Upload Date	PO	Total
100235	[illegible]	[illegible]	2004-02-07	2006-01-24		$192,066.00
100187	Mr. Spriggs Film & Video Corp.	Mr. Spriggs Film & Video	2003-08-27	2006-01-24		$60.00
100192	Popson Studio Rental	Popson Studio Rental	[illegible]	[illegible]		$930.00
100239	TM Motion Picture Equipment	TM Motion Picture Equipment	2004-02-07	2006-01-24		$101.00
					Subtotal	$367,711.11
					Total	$504,878.20

Subrental Invoice Detail

The “Subrental Invoice Detail” report prints a list of sub rentals that are separated by vendor and the invoice can be seen. You can filter this report by date range, vendor, production and, if your company is multi location, with location. You can also choose to print uploaded invoices, non uploaded or all of them.





Rental Tracker Pro - Demo Company
Subrental Invoice Report

Date/Time: 2006-06-12 12:30:30PM **Page:** 1 of 4

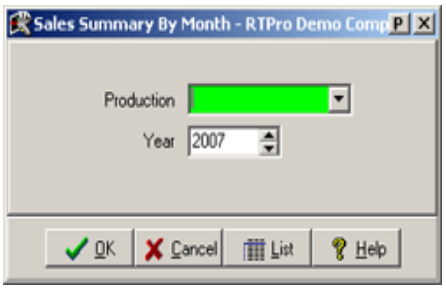
Location: LA

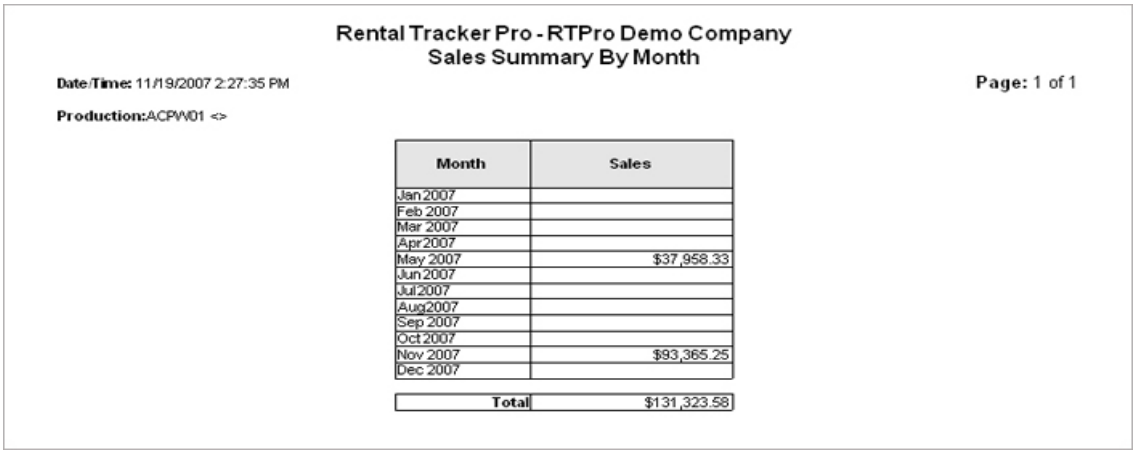
Vendor: ACTI01 Action Grip
Invoice : 100187 Billing Period : 2003-03-04 - 2003-09-01 Invoice Total : $292.94

Equip Code	Description	Order#	PO	Actual Price	DaysPer Week	Quantity	Amount
00005	[illegible]	500306				1	
[illegible]	29" DIFFUSION BAG	[illegible]				1	
48008	29" DIFFUSION BAG	500306				1	
						Invoice#100241Total	$24.00
						A&MProductionServicesTotal	$44.00
						ReportTotal	$44.00

Sales Summary By Month

The "Sales Summary by Month" report prints out the sales summary of each production based on separate months. It gives the total value over a full 12-month calendar year. Select Production and enter the Year to review the summary.





Rental Tracker Pro - RTPro Demo Company
Sales Summary By Month

Date/Time: 11/19/2007 2:27:35 PM **Page:** 1 of 1

Production: ACPW01 <>

Month	Sales
Jan 2007	
Feb 2007	
Mar 2007	
Apr 2007	
May 2007	$37,958.33
Jun 2007	
Jul 2007	
Aug 2007	
Sep 2007	
Oct 2007	
Nov 2007	$93,365.25
Dec 2007	
Total	$131,323.58

Chapter

8

Purchase Order

In This Chapter:

Subrental Purchase Orders
Inventory Purchase Orders

Purchase Order Module

In this module, you can keep track of the Purchase Orders your company issues to your vendors for purchasing or sub renting equipment. You can create purchase orders from the Rental Inventory or the Order Processing modules. To access this module, from main screen of application, click on the Purchase Order button.

Subrentals

Subrental Purchase Orders

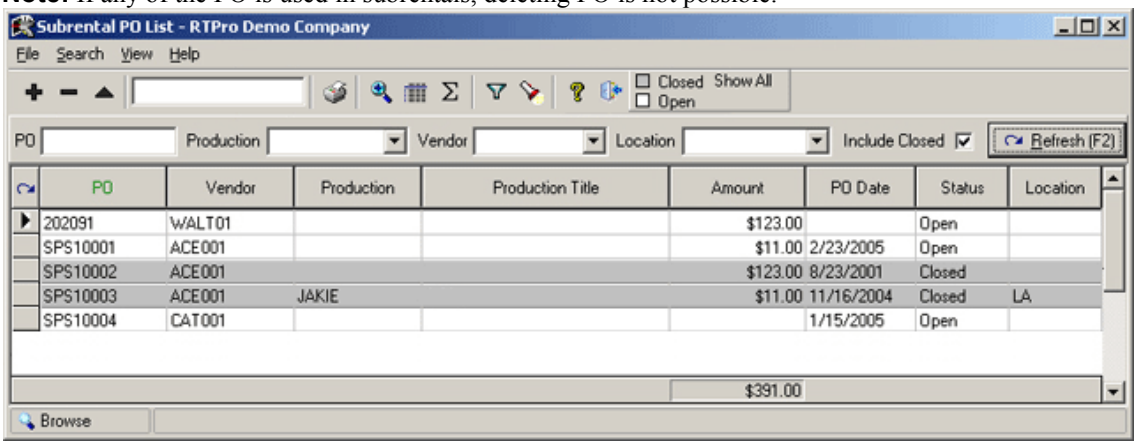
This section is for handling Purchase Orders that are issued for subrenting rental orders.

Subrental Purchase Orders List screen

In this screen, you can observe a list of all subrental PO's. After selecting Sub rental PO via Subrentals menu, you will see a blank screen with several filtering options on top portion of the screen. Filter the list by PO number, Production, Vendor or, if your office is multi location, on Location, then press the F2 key. You can see a list of closed PO's. In the PO list, you can mark PO as closed or open by right clicking on them and choosing "Close PO" or "Open PO". Here, you can add a new purchase order or edit any existing record.

Note: Closed PO's are distinguished with a gray color in this list.

Note: If any of the PO is used in subrentals, deleting PO is not possible.



Print Pull List - This report would be a report that companies give to the drivers to pickup the items ordered. If "Print Notes" is checked, program will include purchase order notes in the print out. This report is accessible through the right click menu.

Print Cost Sheet - This report will print the vendor cost and customer price of sub-rentals for the selected vendor, PO, based upon a date range. This report will run across a customers and orders. This report is helpful tool to see if there is a profit for the sub-rentals. This report is accessible through the right click menu.

Subrental PO Detail

Subrental PO Detail screen displays the equipment list that was subrented in this PO. Subrental PO detail can be viewed by double clicking on a PO line or pressing on the icon in the toolbar menu. This screen only shows records and cannot be edited.

Note: This screen is also accessible from right-clicking on the menu after selecting Detail Information.

Subrental PO Out

To use this screen, click on a PO line then click on icon in the toolbar. You will see the Detail of the transactions for the equipment that was subrented on this PO. Returned equipment shows in white and items that not returned are shown in green.

Note: You can also find this screen by selecting "View Checkout Records" under View dropdown list or by right-clicking on the menu.

Subrental PO Totals

In this screen, you can see estimated totals and amounts of a selected PO's. To view this page, highlight a PO line and press the "Display Totals" icon in the toolbar. This list can also be printed.

Subrental PO Invoice

A list of all vendor invoices that are attached to the PO can be viewed through this screen. Also, you can add new invoices or edit any existing record. The Sub rental PO Invoice is available via the "View" menu in the Subrental PO Totals screen.

Subrental Po Invoice Detail

Through the "Subrental Po Invoice Detail" screen the details of each purchase order such as invoice number, amount, and description, begin and end dates, amount paid, etc can be added. There is a button in this screen which enables you to edit the subtotal. To have access, click on the Plus icon via "Subrental PO Invoice Detail" screen.

Note: If you need to rollback to your initial Subrental data, select "Delete existing detail records and copy from Subrental data" from the right click menu.

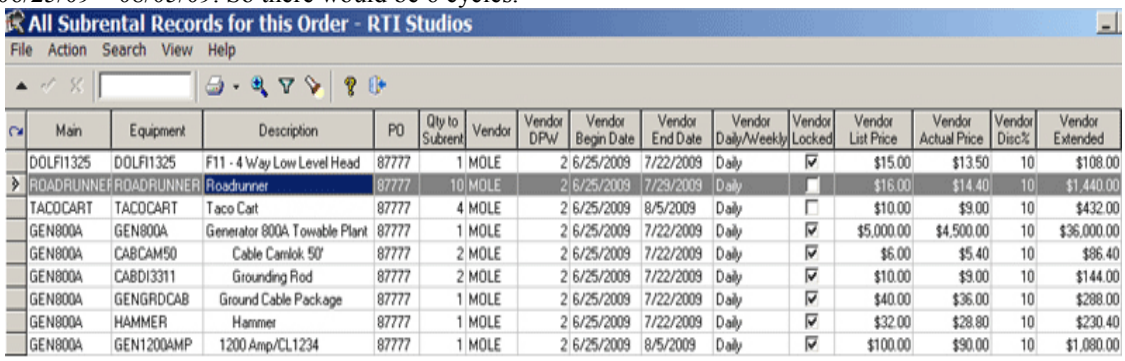
Note: If there is an invoice plan then the cycle is required when adding an invoice for the PO.

Subrental Po Invoice Plan

An Invoice Plan allows you to setup the projected cost of each subrental week a vendor will be charging your shop. This helps with forecasting and accruing cost. When the user selects Invoice Plan on the Subrental Po List screen using right click menu, Subrental PO Invoice Plan screen will show up. The user will be able to add the Invoice Plan manually into the system or to have RTPro create the invoice plan (using Create button). When clicking on the +, a screen will come up to allow adding an invoice plan cycle. If there is an invoice plan, program checks Invoice Plan column in Subrental PO List screen.

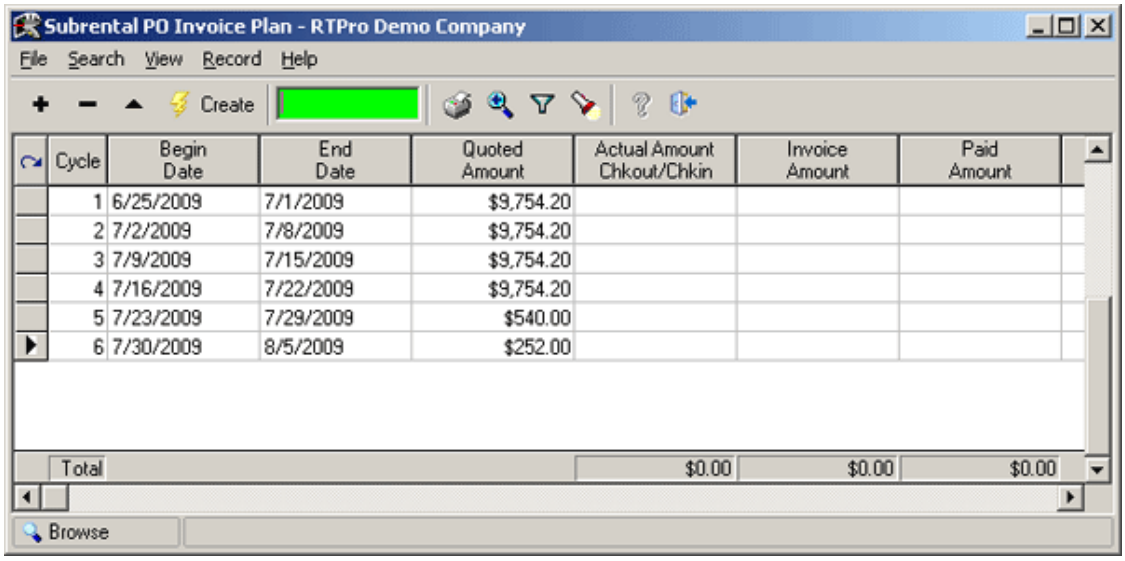
CREATE button

When the invoice plan is created it creates weekly cycles (7 days each) for the period of the entire range of the subrental vendor dates. For the below example, the line item have vendor dates ranging from 06/25/09 – 08/05/09. So there would be 6 cycles.


All Subrental Records for this Order - RTI Studios

File Action Search View Help

Main	Equipment	Description	PO	Qty to Subrent	Vendor	Vendor DPW	Vendor Begin Date	Vendor End Date	Vendor Daily/Weekly	Vendor Locked	Vendor List Price	Vendor Actual Price	Vendor Disc%	Vendor Extended
DOLFI1325	DOLFI1325	F11 - 4 Way Low Level Head	87777	1	MOLE	2	6/25/2009	7/22/2009	Daily	☑	$15.00	$13.50	10	$108.00
ROADRUNNER	ROADRUNNER	Roadrunner	87777	10	MOLE	2	6/25/2009	7/29/2009	Daily	☐	$16.00	$14.40	10	$1,440.00
TACOCART	TACOCART	Taco Cart	87777	4	MOLE	2	6/25/2009	8/5/2009	Daily	☐	$10.00	$9.00	10	$432.00
GEN800A	GEN800A	Generator 800A Towable Plant	87777	1	MOLE	2	6/25/2009	7/22/2009	Daily	☑	$5,000.00	$4,500.00	10	$36,000.00
GEN800A	CABCAM50	Cable Camlok 50'	87777	2	MOLE	2	6/25/2009	7/22/2009	Daily	☑	$6.00	$5.40	10	$86.40
GEN800A	CABDI3311	Grounding Rod	87777	2	MOLE	2	6/25/2009	7/22/2009	Daily	☑	$10.00	$9.00	10	$144.00
GEN800A	GENGRDCAB	Ground Cable Package	87777	1	MOLE	2	6/25/2009	7/22/2009	Daily	☑	$40.00	$36.00	10	$288.00
GEN800A	HAMMER	Hammer	87777	1	MOLE	2	6/25/2009	7/22/2009	Daily	☑	$32.00	$28.80	10	$230.40
GEN800A	GEN1200AMP	1200 Amp/CL1234	87777	1	MOLE	2	6/25/2009	8/5/2009	Daily	☑	$100.00	$90.00	10	$1,080.00



When the CREATE button is pressed program automatically calculates the Quoted Amount for created records.

Quoted Amount - Each cycle calculate out the quoted amount based upon the line items and those items that fall into each cycle. In the above example all items fall into cycles 1 thru 4. Only 3 items falls into cycle 5 and only 2 item falls into cycle 6.

Calculation of QuotedAmount for Cycle 5:
line 2: 7 / 35 * 1440 = 288
line 3: 7 / 42 * 432 = 72
line 9: 7 / 42 * 1080 = 180

SUM = $540.00

Calculation of QuotedAmount for Cycle 6:
line 3: 7 / 42 * 432 = 72
line 9: 7 / 42 * 1080 = 180

SUM = $252.00

Note: The user is allowed to edit the entries but program will not recalculate the Invoice Plan's begin, end, cycle# or quoted amount. It means if user change something he will be responsible for that.

Note: There cannot be duplicates or gaps within the cycles. It means user can not delete Cycle#2 when there is Cycle#3.

Invoice Amount - Comes from the Subrental PO Invoice Detail which matches the cycle#. This is the Calculated Amount that program shows in Subrental PO Invoice Detail Screen. Please note that one or more Invoices can belong to same Cycle.

Paid Amount - Comes from the Subrental PO Invoice Detail which matches the cycle#.

Date Paid - Comes from the latest "Processed Date" on the Subrental PO Invoice Detail which matches the cycle#.

Inventory

Inventory Purchase Orders

This section is used to handle Purchase Orders that are issued for purchasing new Rental and Sales inventory. User will have the ability to enter Purchase Orders for Equipment and Sales items. When the

inventory is received, user can post the inventory items against the PO. To access this section, click on the “Inventory Purchase Order” icon in the toolbar or select it under the Inventory drop down menu.

Inventory Purchase Order Screen

In this screen, you can see a list of all inventory Purchase Orders. Press Refresh button to see inventory PO’s or filter this list by PO, Vendor, Description or Date range, and then hit the F2 key to see a list of the filtered PO's.

Note: Double-clicking on the desired purchase order will display a list of items ordered in this PO through the "Inventory Purchase Order Detail" screen.

Note: If the values of the Ordered, Received and Posted columns are all the same, a yellow color shows the PO is complete.

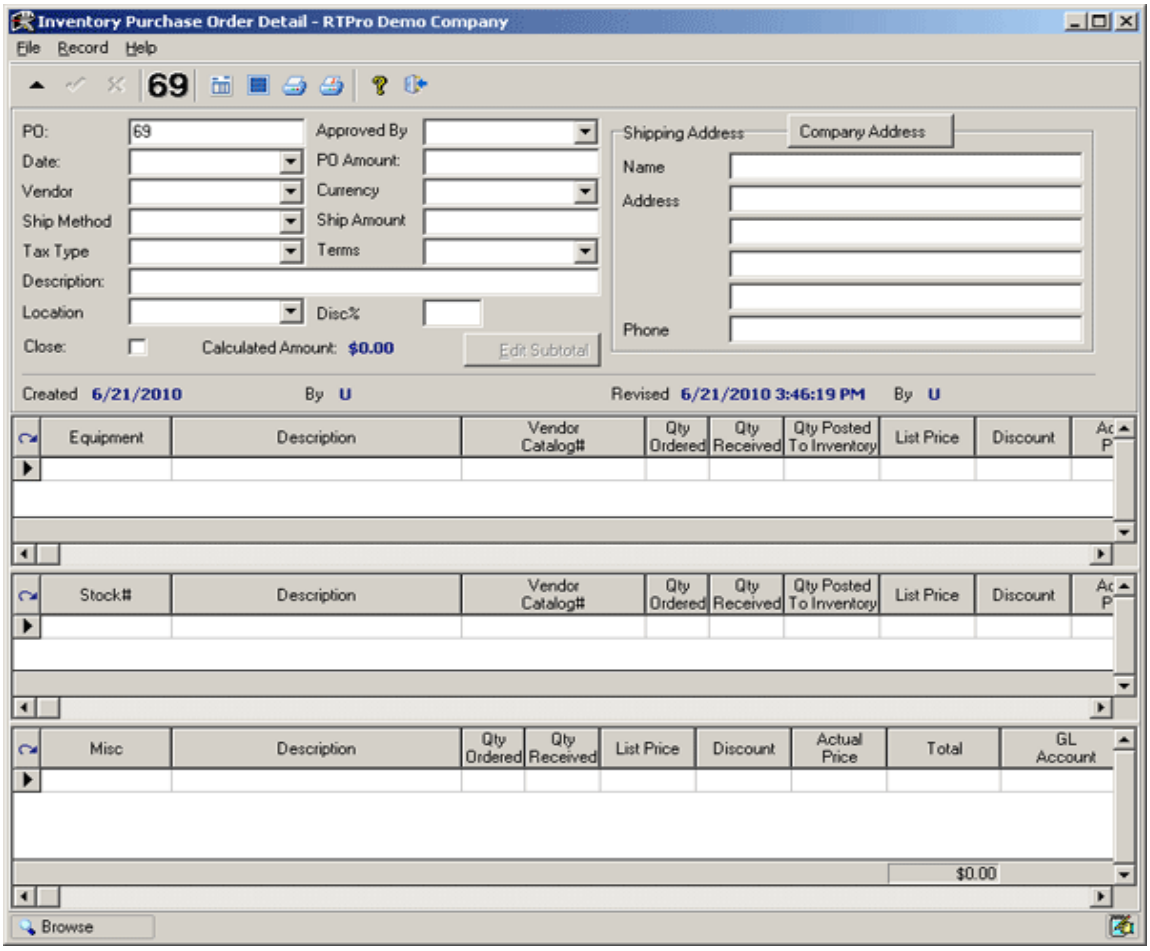
Adding new Inventory purchase Order

To add a new inventory purchase order, click on button in "Inventory Purchase Order Screen". In the opened screen, fill in the purchase order information and click on button to save it.

Inventory Purchase Order Detail

When you double click on a PO through the "Inventory Purchase Order Screen", the "Inventory Purchase Order Detail" screen will open. There are several fields which can be entered for the specific Inventory PO. The screen also contains three grids: the above grid is for ordering the Rental items, in the middle is dedicated for Sales items and the bottom grid is used for Misc items. To add equipment to a PO, enter the code or select by clicking on the drop down, enter the quantity to order, list price, discount and the GL account. To add sales items, add the stock # or select by clicking on the drop down, enter in the quantity, list price, discount and the GL account.

Note - When users press the Company Address button, program automatically fills in the Shipping information based on the Location selected on lookup. If the company is not multi location, program brings the information from system setup. If the Shipping Address already has value, program asks: "Do you want to modify the shipping information?", and if user selects "Yes" then the address will be replaced.



Note: There is column called "Vendor Catalog#" in both Rental and Sales grids. The user is able to either enter in the equipment/sales stock number or the Vendor Catalog#. If the Vendor Catalog# is entered then the equipment/StockNo will be populated. The Equipment/StockNo will be the Equipment/StockNo that is entered for the selection of Catalog# and Vendor from "Vendor Rental Catalog" or "Vendor Sales Catalog" screens. The List Price on the PO will be populated with the price of Vendor Rental Catalog/

Vendor Sales Catalog as a default but user can change it manually.

Inventory PO Rental Transaction

Double clicking on the ordered equipment in the upper grid will open “Inventory Po Rental Transaction”. This screen displays the rental transaction for the selected purchase order such as received quantity, invoice number and the date of transaction. Here, you can add received equipment to inventory. If you are adding equipment to the rental inventory, system will prompt for Noncoded properties, if this equipment can be added as Noncoded to the inventory.

Inventory PO Sales Transaction

Double clicking on the ordered equipment in the lower grid will open “Inventory Po Sales Transaction”. The sales transaction for the selected purchase order such as quantity, invoice number and the date of transaction will display on this screen. Here, you can add received equipment to inventory. If you are adding equipment to the sales inventory, system will prompt Sales Inventory Transaction Screen. Enter the quantity and press post edit.

Invoice entered in for the PO

The invoice number and invoice date for the selected purchase order can be entered here.

Inventory PO Invoice Detail

The invoice details for the selected purchase order for both rentals and sales will display in this screen.

Inventory PO Invoice Received

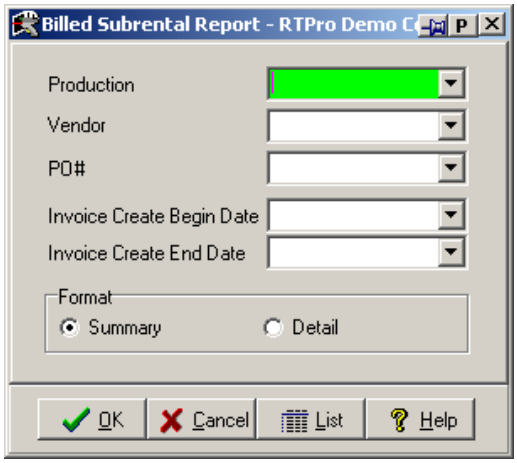
When purchased items are received, they can be added to the Po invoice through this screen. When all items are received completely, program highlights the completed purchase order in yellow.

Note: You can use "Receive All" button to fill in the "Qty Received" column for all rows in both grids to the maximum value.

Reports

Billed Sub rental Report

The purpose of this report is to show the invoices that are created and billed for subrentals. Report information comes from the Subrental Po Invoice and Sub rental Po Invoice Detail screens.



Options:

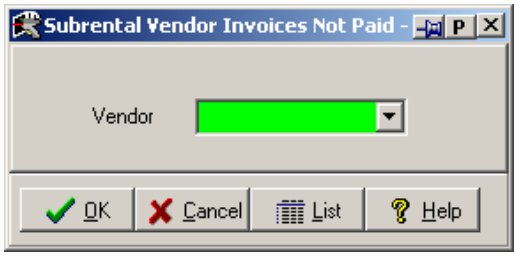
Production – Select production to limit report to show only invoices for this production. Leave this option blank to show results for all productions.

Vendor – Select Subrental Vendor or leave it blank to print invoices from all vendors for selected PO.

PO# – You can filter the report to show invoices for the specific PO number or leave it blank to show all.

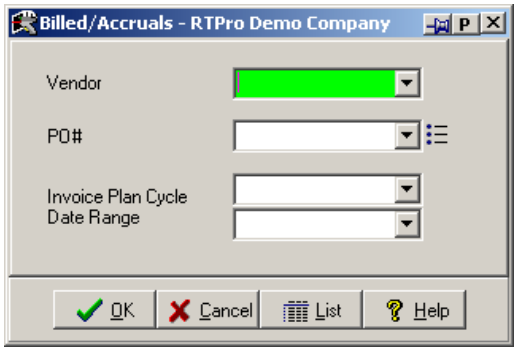
Subrental Vendor Invoices Not Paid

This is a list of Subrental POs that your shop has not paid. This will look at the vendor invoices that were manually input by your shop and will look at the paid amount field. If it is blank then the record will print out on the report. Also if the Amount Paid less than Amount, records will be printed.



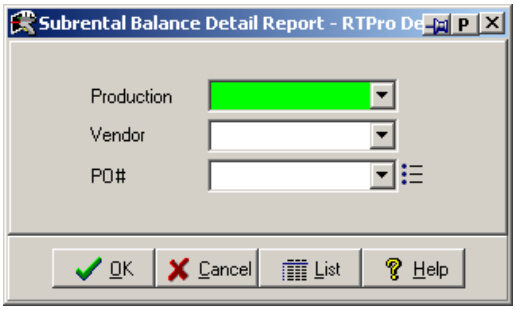
Billed/Accruals

This report will list the invoice cycles for the specified date range. The report will breakup by Vendor and show the quoted amounts per cycle, the actual checkout/in rental amount, the amount invoiced and the amount paid. This report is helpful for projection of what the vendor should be billing your shop based upon the invoice plan. The report can be used as a projection of what you will owe the vendor based upon the date range.



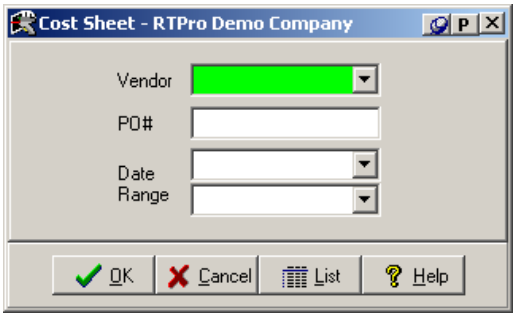
Subrental Balance Detail Report

This report is broken up by PO and reflects what has been paid against the PO, what has been invoiced against the PO and not paid, what the balance is, your shops cost for the subrentals, and that you have charged your customer. The report also reflects the profit made.



Subrental PO Cost Sheet

This report will print the vendor cost and customer price of sub-rentals for the selected vendor, PO, based upon a date range. This report will run across a customers and orders. This report is helpful tool to see if there is a profit for the sub-rentals.



Chapter

9

Reports

In This Chapter:

Inventory Reports
Order Processing Reports
Management Reports
Statistical Reports
Statistical Graphs
Crystal Report
Printing Barcode Labels

Introduction to Reports Module

There are many reports available within the Reports Module. The reports supply both reference and statistical information from all areas of the system to help keep you on top of your data.

It is also recommended that you review Display grid listings in Chapter 2. Throughout RTPro, the data displayed on the various grid listings can be filtered and columns can be rearranged in order to provide you with a report of very specific information.

As a reminder, to save time (and paper), you do not need to print a report each time you need information. All RTPro reports can be previewed to the screen by clicking the Preview bullet from the Report Setup window. This is very useful for quick lookups, to check if a report has the information you need, or to check various options and sorting capabilities.

To access the reports, click on the Reports button on the main screen. The various reports are divided into five sections, each represented by a dropdown menu at the top of the Report Module. Click the drop-down tab to display the reports available in that section. Click the report you wish to view or print. Where options are available, you may restrict the report to only the data or range of data you wish to review. Leaving an option field blank will give you information for all of the choices available in that field. Following is a brief synopsis of the available reports.

Saving Printer Settings

Printers and settings can be saved for each report separately. To do this, click on the button caption of the report options dialog. You can see this button in each report menu. After saving the printer's settings, the report will print to the destination printer; the report setup screen will not be prompted. At any point you may disable/enable the report setup screen.

File Menu

Print Barcode Labels

You can print Barcode labels from the file menu. Enter the barcode number and number of prints you want for each barcode. You also can choose a range of barcodes to print by selecting the Range tab at top of the Barcode label print screen and enter the desired range and count of each barcode to print.

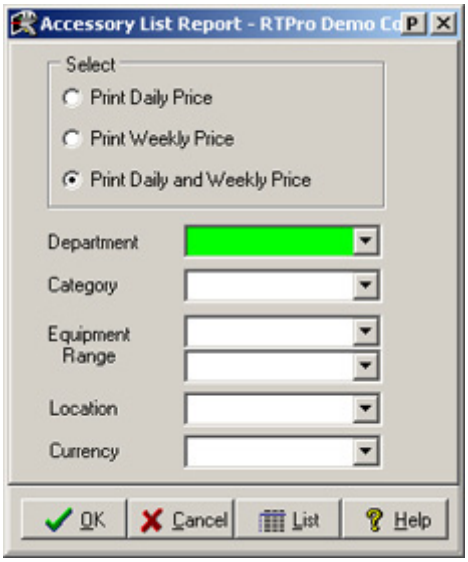
Crystal Reports

There is a new option in the system that can run reports on crystal reports. With this feature, you can customize your reports. Each report can have a designated if the report file is registered and crystal report is installed on the user's computer, then a customized report will run instead of an original report. You can register crystal report files from the report module by selecting crystal report from the file menu. A list of registered reports will appear. Press the register button and fill in the report information. You can also design a new report with a new crystal report button.

Note: Designed report files should be saved in a folder that is registered in the setup module. For more details, see Crystal Reports Path in management module.

Inventory Reports

Accessory List Report



This report shows a list of Equipment with their associated accessories. The report displays Equipment Code and Description, which accessories are auto-included, and daily pricing, weekly pricing or both. This report also shows the price of the complete package (main item with all its accessories). Main items will be printed in bold and their accessories in a normal format. There are filtering options available that limits the records printed on the report.

Options:

Daily Price – Prints a column showing Daily Prices.

Weekly Price – Prints a column showing Weekly Prices.

Daily and Weekly Price – Prints both Daily and Weekly Prices.

Department – Shows only the equipment belonging to this Department. Leave this blank to show items from all departments.

Category – Shows only the equipment belonging to this Category. Leave this blank to show items from all categories.

Equipment Range – You can limit the range of equipment displayed in this report by selecting the beginning and ending equipment code. Leave these blank to show all equipment.

Location – If you use multi-location features, you have an option to select one of your locations and see the reports of equipment that exist there. This is specifically important if the locations are using different currency, hence different prices for the equipment.

Currency – If you are using multi-currency features, you can select a currency.

While doing so, you may observe a screen similar to the following example:

Example:

Rental Tracker Pro - RTI Studios
Accessory List Report

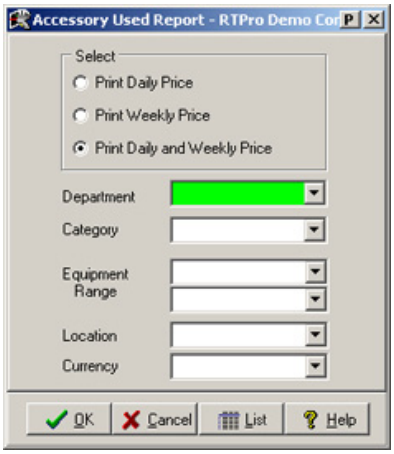
Date/Time: 10/10/2010 12:35:21 PM **Page:** 1 of 2

Equipment	Description	Auto Include	Daily Price	Weekly Price
14000	**18K Alpha Head**		**$320.00**	**$1,300.00**
1812FFPGBA	18K12K FF Powergem Ballast	1	$60.00	$300.00
1812KPOWFE	18K/12K/6K Power Feeder	1		
14000-01	220V (F) Bates To (M) Camlock (18K/12K/6K)	1		
14000-02	18K Alpha Fresnel Lens	1		
14000-03	18K Alpha Clear Lens W/ Rim	1		
14000-04	18K/12K Fresnel 29" 5Pc Scrim Set W/Bag	1		
18HMIDEGB	18K HMI D.E. Globe	1	$25.00	$70.00
14000-05	18K Alpha Lens Protector(Circular)	1		
14000-06	18K Alpha Lens Road Case	0		
HEADEXT18	18K/12K.6K HMI 50' Head Ext.	2	$5.00	$25.00
18000-55	30" Chimera Lantern	0		
	Complete Unit Price		**$415.00**	**$1,720.00**

AB1120	**HMI Molepar (12K/18K)**		**$900.00**	
AA160-11	6K/12K Ballast- Power Gem	0		
AA160-22	3Ft. 100A(250V) Bates	1		
AA220-11	12000W HMI Globe	0		
AA220-44	50ft. HMI Head Ext.	2		
AA280-88	18K Magnetic Mole Ballast	0		
BB220-11	4-Way Barn Door	0	$11.00	
BB120-55	Scrim Bag	1		
BB220-55	Shutter - 21"	0	$160.00	
BB120-66	Narrow Lens Assy. 12K Par	1		
AA220-88	12000W Ballast - Mole Magnetic	0		
DD100-22	Half Scrim - Single 29"	1		
DD111-22	Half Double Scrim	1		
DD111-33	Moledisc Frame	0		
CC230	Brute Shutter Carrying Case	1		
DOLLI0040	FISHER 11 Dolly Package	1	$400.00	
DOLF01335	F11 - Diving Board	1		
JOKER4PCLE	800W Joker/Bug 4 Pc Lens Set			
	Complete Unit Price		**$1,300.00**	

Accessory Used Report

This report prints a list of accessories with their main codes. The report displays the Equipment Code, Description, and to which main code the accessory is linked to, and how many are auto-included and /or auto-checked out.



Options:

Daily Price – Prints a column showing Daily Prices.

Weekly Price – Prints a column showing Weekly Prices.

Daily and Weekly Price – Prints both Daily and Weekly Prices.

Department – Shows only the equipment belonging to this Department. Leave this blank to show items from all departments.

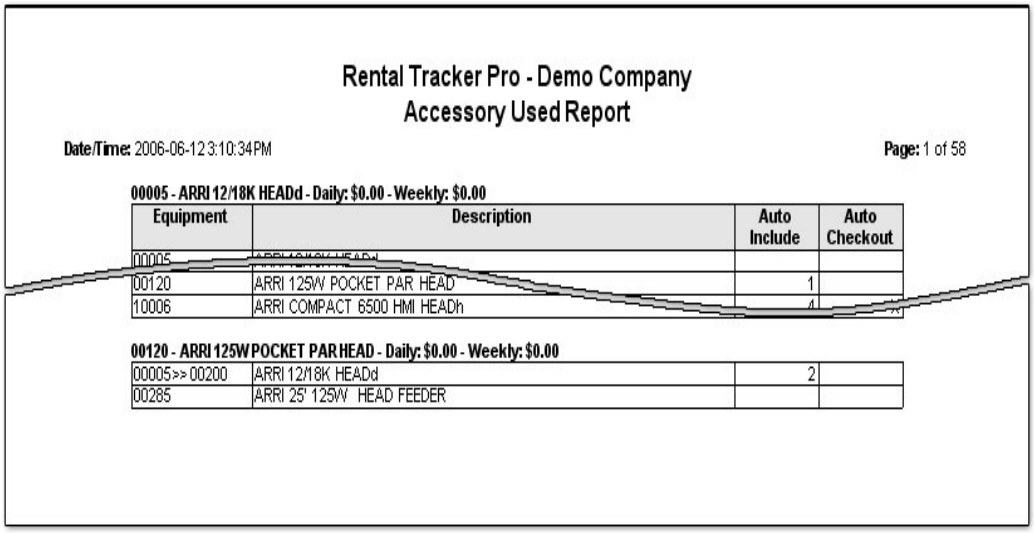
Category – Shows only the equipment belonging to this Category. Leave this blank to show items from all categories.

Equipment Range – You can limit the range of equipment displayed in this report by selecting the beginning and ending equipment code. Leave these blank to show all equipment.

Location – If you are using multi-location features, you can also select "currently in repair" equipment by your locations. This is where you can select your location.

Currency – If you are using multi-currency features, you can also select "currently in repair" equipment by your different currency in use.

Example:



Rental Tracker Pro - Demo Company
Accessory Used Report

Date/Time: 2006-06-12 3:10:34PM Page: 1 of 58

00005 - ARRI 12/18K HEADd - Daily: $0.00 - Weekly: $0.00

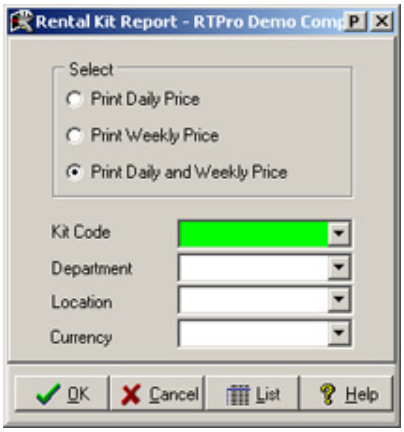
Equipment	Description	Auto Include	Auto Checkout
00005	[illegible]		
00120	ARRI 125W POCKET PAR HEAD	1	
10006	ARRI COMPACT 6500 HMI HEADh	1	

00120 - ARRI 125W POCKET PAR HEAD - Daily: $0.00 - Weekly: $0.00

00005>> 00200	ARRI 12/18K HEADd	2	
00285	ARRI 25' 125W HEAD FEEDER		

Rental Kit Report

Kits are displayed with the equipment that is included in the kit, the quantity of equipment included and rental pricing. This report also shows the total price of the kit due to daily or weekly selection or both.



Options:

Daily Price – Prints a column showing Daily Prices.

Weekly Price – Prints a column showing Weekly Prices.

Daily and Weekly Price – Prints both Daily and Weekly Prices.

Kit code – You can use this option to print the report for only one Kit. Leave this option blank to print all Kits in the system.

Department – Shows only the equipment belonging to this Department. Leave this blank to show items from all departments.

Location – If you use multi-location features you have another option to select one of your locations and see the reports of equipment that exist there. This is specifically important if the locations are using different currency, hence different prices for the equipment.

You may see a result that looks like the following example:

Example:

Rental Tracker Pro - RTI Studios
Rental Kit Report

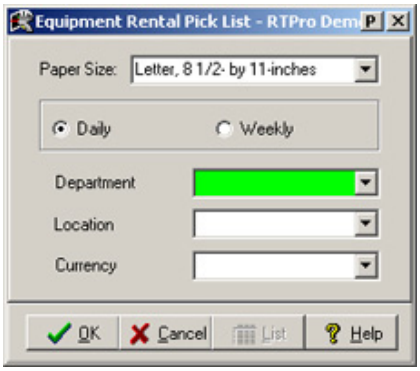
Date/Time: 10/10/2010 1:22:46 PM **Page:** 1 of 1

LOCATIONKI - Location Kit

Equipment	Description	Quantity	Daily Price	Weekly Price
11280-11	18000W HMI Globe	3		
18000-22	800W Joker/Bug Video Pro Speedring	1	$5.00	
AB1120	HMI Molepar (12K/18K)	2	$900.00	
AA160-22	3Ft. 100A(250V) Bates	2		
AA220-44	50ft. HMI Head Ext.	4		
BB120-55	Scrim Bag	2		
BB120-66	Narrow Lens Assy. 12K Par	2		
DD100-22	Half Scrim - Single 29"	2		
DD111-22	Half Double Scrim	2		
CC230	Brute Shutter Carrying Case	2		
CABCAM25	Cable Camlok 25'	2	$3.00	
EGGCRATE	Egg Crate	1	$200.00	
KINOFT80FX	Kino Flo Flathead 80 Fixture	2	$30.00	
DOLLI1150	Fisher 11 Dolly	1	$330.00	
		Kit Total Price	**$2,401.00**	

Rental Equipment Pick List

This report shows a list of all equipment in the shop's inventory. This report can be printed and given to customers in a condensed format with 2 columns. They can mark items in this list and order items they want. The report can be filtered to show department, location or currency.



Note: There is a checkmark in Equipment records named Print on Equipment Pick List. Only checked items will print in this list.

This report requires a file named RtproSL.rav to be available.

If this file does not exist, then you will get an error when running the report specifying that the file was not found. Please contact your System Administrator or Rental Tracker in this case. You can customize this report to meet your customer's needs.

Options:

Department – Select the department from department Lookup Table or leave this blank to show items from all departments.

Daily/Weekly – Choose daily or weekly price. This will affect the print sheet.

Paper Size – Select one of two choices from paper size drop down menu. Use 8/12 x 14 size paper, if your printer allows, to reduce the number of pages printed.

Example:

RTI Studios
Equipment Rental Pick List

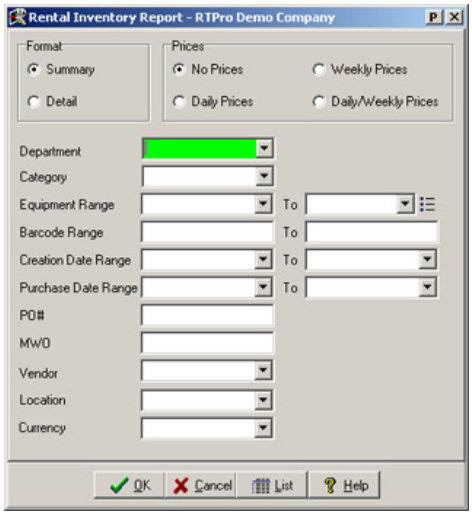
Customer Name:	Quote Date:	P.O.Number:
	Date Rental Begins:	
Requested By:	Date Rental Ends:	

ITEM#	QTY	DESCRIPTION	PRICE	PKG.PRICE
()				
TV2		TV2		
TV3		TV Model 3		
(ARTIFICIAL)Artificial				
CROTON		Croton		
DRACAENASL		Dracaena - Silk Artificial		
POINSETTIA		Poinsettias - Red Artificial		
(ASIAN) Asian Statues				
3182WOMAN		Asian Woman Seated		
9270STBUDD		Standing Buddha		
BUDDHAHAPP		Buddha Happy Sitting		
(BONSAI) Bonsai				
3237BONSIA		Bonsai Boxwood		
3372BONSAI		Bonsia 1: Artificial		
3447BONSAI		Bonsai 1 CU		
(CABLE) Cable				
CABCAM100		Cable Camlok 100'		
CABCAM25		Cable Camlok 25'		
CABCAM50		Cable Camlok 50'		
CABDI3311		Grounding Rod		
(CACTI) Cacti				
1384PRICKL		Prickly Pear Cactus		
1385AGAVE		Agave		
2153YUCCA		Yucca Plant		
(CHARACTER) Character Statues				
1716BANDIT		Bandito		
CHEF		Chef Statue		
INDIANCHIE		Indian Chief		
(CHIM) Chimera				
18000-11		Sml Video Pro Plus Bank (8125)		
18000-22		800W Joker/Bug Video Pro Speedring		
18000-33		575 Arri Comp/800W J/B VP Speedring		
18000-55		30" Chimera Lantern		
18000-66		800W/400W/200W BugLite Speedring		
(DOLFISHER) Dolly Accessories - Fisher				
DOLF01335		F11 - Diving Board		
DOLF11340		F11- Front Pin		
DOLF11400		F11 Carrying Handle Short		
DOLF1345		F11 - Front Board		
DOLF1350		F11 - High Board		
DOLF1360		F11 - Battery Rack		
DOLF1375		F11 - Manhandler		
DOLF1420		F11 - Soft Tire		
DOLF1595		Fisher Large Seat Assembly		
DOLFI0380		F11 - Manhandler Rod		
DOLFI1320		F11 4 Way Level Head		
DOLFI1325		F11 - 4 Way Low Level Head		
DOLFI1330		F11 - 4 Way Low Level Head Case		
DOLFI1455		Fisher Allen Hand Screw		
DOLFI1560		Fisher Camera Riser 12"		
DOLFI1565		Fisher Camera Riser 6"		
FOLF1050		Fisher F11 - Low Level Head Kit		
(DOLLY) Dolly				
DOLLI0040		Fisher 11 Dolly Package		
DOLLI1150		Fisher 11 Dolly		
(FENCES) Fences				
1151DOGEAR		Dog-Eared Fence		
1152GOTHIC		Gothic Picket Fence		
3059CEMENT		Cemetery Fence		
(FLOWER) Flower				
1469AGAPAN		Agapanthus		

ITEM#	QTY	DESCRIPTION	PRICE	PKG.PRICE
EGGCRATE		Egg Crate		
HAMMER		Hammer		
LADDER8		Ladder 8 Step		
ROADRUNNER		Roadrunner		
SANDBAG25		Sandbag 25lbs		
SUPCINEVAT		SuperCinevator		
TACOCART		Taco Cart		
(HMI) HMI				
14000		18K Alpha Head		
14000-01		220V (F) Bates To (M) Camlock (18K/12K/		
14000-02		18K Alpha Fresnel Lens		
14000-03		18K Alpha Clear Lens W/ Rim		
14000-04		18K/12K Fresnel 29" 5Pc Scrim Set W/Bag		
14000-05		18K Alpha Lens Protector(Circular)		
14000-06		18K Alpha Lens Road Case		
1812FFPGBA		18K12K FF Powergem Ballast		
1812KPOWFE		18K/12K/6K Power Feeder		
18HMIDEGB		18K HMI D.E. Globe		
AA160-11		6K/12K Ballast- Power Gem		
AA160-22		3 Ft. 100A(250V) Bates		
AA220-11		12000W HMI Globe		
AA220-44		50ft. HMI Head Ext.		
AA220-88		12000W Ballast - Mole Magnetic		
AA220-99		3 FT 6K/12K Ballast Feeder-Pin		
AA280-88		18K Magnetic Mole Ballast		
AB1120		HMI Molepar (12K/18K)		
BB120-55		Scrim Bag		
BB120-66		Narrow Lens Assy. 12K Par		
BB120-77		Lens Box		
BB220-11		4-Way Barn Door		
BB220-55		Shutter - 21"		
BUGBADAPTE		800W Bug-A-Beam Adapter		
BUGBBAIL		800W Bug-A-Beam Bail		
BUGBBKHS		800W Bug-A-Beam Back Housing(Upper)		
BUGBGELFRA		800W Bug-A-Beam Gel Frame		
BUGBLBAT		800W Bug-A-Beam Leko Barrel Attachmen		
BUGBLIRISB		800W Bug-A-Beam Iris W/Bag		
BUGBPHOLD		800W Bug-a-Beam Pattern Holder		
CC230		Brute Shutter Carrying Case		
DD100-22		Half Scrim - Single 29"		
DD111-22		Half Double Scrim		
DD111-33		Molediso Frame		
DD111-66		Scrim Box		
GLOBRISER		800W Globe Riser		
HEADEXT18		18K/12K/6K HMI 50' Head Ext.		
HMI800SEGL		800W HMI S.E. Globe		
JBUGPOWER		800W Joker/Bug Power Supply		
JOKER3SCRI		800W Joker/Bug 3 Pc Scrim Set		
JOKER4PCLE		800W Joker/Bug 4 Pc Lens Set		
JOKER800HD		800W Joker/Bug Head		
JOKERBARND		800W Joker/Bug Barndoor		
JOKERBOPTI		800W Joker/Bug Beamer Optical Accessor		
JOKERCLRBE		800W Joker/Bug 3200K Color Correction B		
JOKERFGLSB		800W Joker/Bug Frosted Glass Beaker		
JOKERHDEXT		25' Head Ext. Joker/Bug 800W/400W/200		
JOKERRCASE		800W Joker Road Case		
JOKERSFTUB		800W Joker SoftTube		
SOFTRDCASE		800W SoftTube Road Case		
(KINOFLO) Kino Flo				
KINO4BBALL		Kino Flo 4-Bank Ballast		

Rental Inventory Report

The purpose of this report is to get a listing of all the Barcoded and Noncoded items in your rental inventory. There are two formats available to print this report: In Summary format, the report displays the E-Code, Description and the total quantity of Barcoded and Noncoded items owned from each equipment code and rental pricing on daily, weekly and or both basis (if selected). The Detail format will display the individual purchase information for each item. It prints one row for each Barcoded item, and grouping the Noncoded items by their purchase date.



Options:

Format – Select layout of report between Summary and Detail.

Summary – If this format is selected for printing, you will see a report of each type of equipment that you have selected and you can see how many Barcoded and Noncoded equipment you have. In this case you have some other options to choose, such as daily prices, weekly prices etc.

Note: You may choose to omit the printing of prices in this report by selecting "No Prices" option.

Detail – If this format is selected for printing, you will see a report of each rental item in detail. This format has various options to sort items when printing the report.

Options:

Department – Shows only the equipment belonging to this Department. Leave this blank to show items from all departments.

Category – Shows only the equipment belonging to this Category. Leave this blank to show items from all categories.

Equipment Range – The range of equipment displayed in this report can be limited by selecting the beginning and ending equipment code. Leave these blank to show all equipment.

Note: You also can select multiple equipment. To do this, click on the list icon in front of the equipment and select each one you want to include in report.

Barcode Range – The range of barcodes that you want to be included in this report can be entered in these fields. It is mostly used if you print your own barcodes, rather than using pre-printed barcodes and want to get a report of the entire inventory added to the system knowing the barcode range.

Creation Date Range – Select a date range to use for reporting. This will include items between these dates in report.

Purchase Date Range – Here you have two boxes. You can print only the items purchased inclusively within the selected date range.

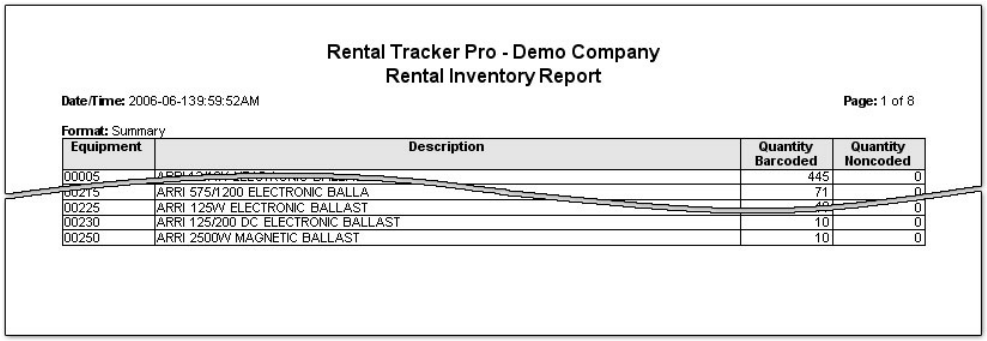
PO# – In this box the PO# that you gave to your vendor can be entered. The report will print only the items purchased with this PO#. Leave the PO# blank, to get the report of items purchased across all POs.

MWO – If "Major Work Order" number is used for purchasing equipment, type the number directly in this field in order to filter the report.

Vendor – To see the items that are purchased from the particular vendor, select a vendor from lookup the table. Leave this blank to show items purchased from all vendors.

Location – If you use multi-location features, you have another option to select one of your locations and see the reports of equipment existing there.

Example:



Rental Tracker Pro - Demo Company
Rental Inventory Report

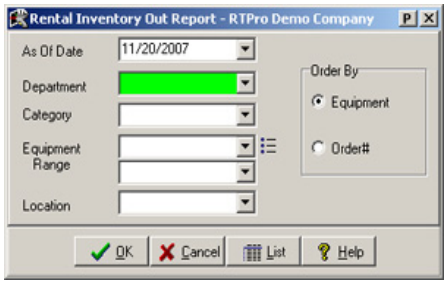
Date/Time: 2006-06-13 9:59:52AM **Page:** 1 of 8

Format: Summary

Equipment	Description	Quantity Barcoded	Quantity Noncoded
00005	[illegible]	445	0
00215	ARRI 575/1200 ELECTRONIC BALLA	71	0
00225	ARRI 125W ELECTRONIC BALLAST	[illegible]	0
00230	ARRI 125/200 DC ELECTRONIC BALLAST	10	0
00250	ARRI 2500W MAGNETIC BALLAST	10	0

Rental Inventory out Report

This Report lists all the items that are out on orders as of a particular date. Barcoded items are itemized and Noncoded items are summarized. In addition to order information, the Purchase Date and Purchase Price are also displayed.



Options:

Department – Shows only the equipment belonging to this Department. Leave this blank to show items from all departments.

Category – Shows only the equipment belonging to this Category. Leave this blank to show items from all categories.

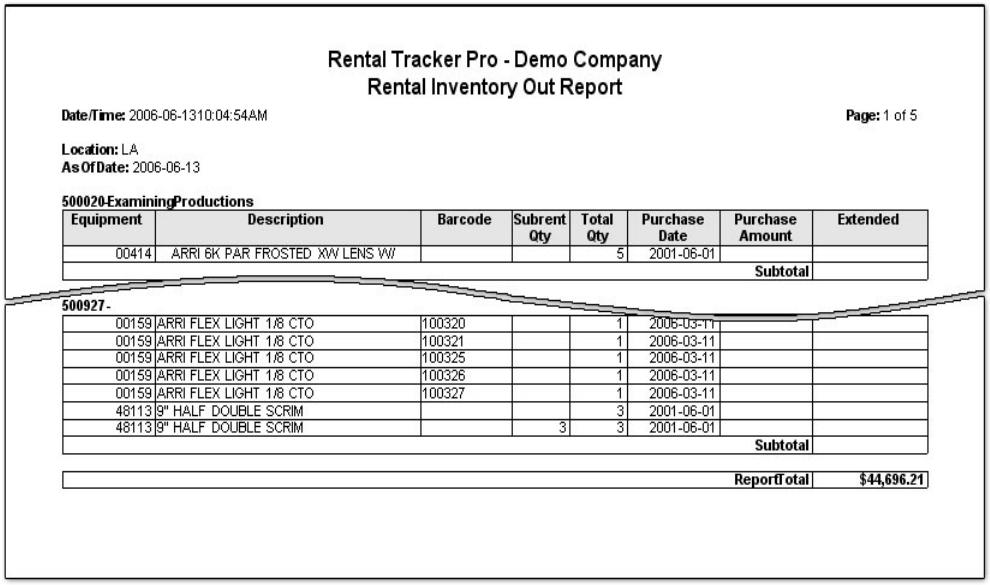
Equipment Range – The range of equipment displayed in this report can be limited by selecting the beginning and ending equipment code. Leave these blank to show all equipment.

As Of Date – Items that are out on this particular day will list.

Order by Equipment – If this option is selected, the report will sort by equipment code.

Order by order# – If this option is selected, the report will sort by order number.

Example:



Rental Tracker Pro - Demo Company
Rental Inventory Out Report

Date/Time: 2006-06-13 10:04:54AM **Page:** 1 of 5

Location: LA
As Of Date: 2006-06-13

500020-Examining Productions

Equipment	Description	Barcode	Subrent Qty	Total Qty	Purchase Date	Purchase Amount	Extended
00414	ARRI 6K PAR FROSTED XW LENS W/			5	2001-06-01		
						Subtotal	

500927 -

00159	ARRI FLEX LIGHT 1/8 CTO	100320		1	2006-03-11		
00159	ARRI FLEX LIGHT 1/8 CTO	100321		1	2006-03-11		
00159	ARRI FLEX LIGHT 1/8 CTO	100325		1	2006-03-11		
00159	ARRI FLEX LIGHT 1/8 CTO	100326		1	2006-03-11		
00159	ARRI FLEX LIGHT 1/8 CTO	100327		1	2006-03-11		
48113	9" HALF DOUBLE SCRIM			3	2001-06-01		
48113	9" HALF DOUBLE SCRIM		3	3	2001-06-01		
						Subtotal	
						Report Total	$44,696.21

Inventory Work Sheet

This report is similar to the Physical Inventory Worksheet. It was made available outside the Physical Inventory module, so you do not have to start a Physical Inventory process in order to print this report.
The first field in the report with the column header of "Barcoded Only" will have a checkmark (X) in it if the equipment code is marked as Barcoded Only in the Rental Equipment Entry Screen. This report contains equipment code, description, quantity and notes.

Options:

Location – If you use multi-location features, you have another option to select one of your locations and see the reports of equipment that exist there.

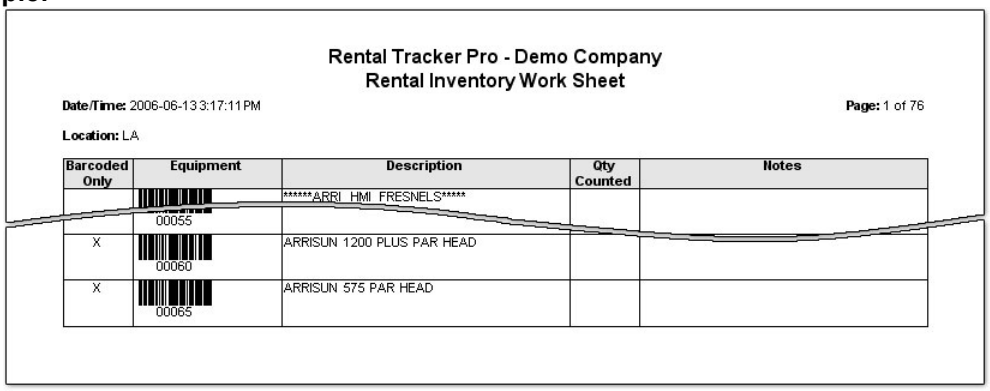
Department – Shows only the equipment belonging to this Department. Leave this blank to show items from all departments.

Category – Shows only the equipment belonging to this Category. Leave this blank to show items from all categories.

Equipment Range – The range of equipment displayed in this report can be limited by selecting the beginning and ending equipment code. Leave these blank to show all equipment.

Print Scanner Readable Information – This checkbox specifies whether to print a scanner readable barcode label for each equipment code or not.

Example:



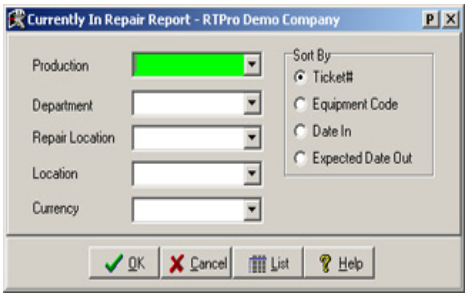
Rental Tracker Pro - Demo Company
Rental Inventory Work Sheet

Date/Time: 2006-06-13 3:17:11 PM **Page:** 1 of 76

Location: LA

Barcoded Only	Equipment	Description	Qty Counted	Notes
	00055	*****ARRI HMI FRESNELS*****		
X	00060	ARRISUN 1200 PLUS PAR HEAD		
X	00065	ARRISUN 575 PAR HEAD		

Currently In Repair Report



This report reflects the items that are currently in repair (checked into repair but not checked out of repair yet). If the repair is linked to an order and production, it will be specified on the report as well. The report contains Repair Ticket#, Equipment code, Description, etc. This report also shows the complete cost of repair at the bottom of sheet.

Options:

Production – Shows only the items that are in repair and linked to an order for this production. Leave this blank to show items from all productions.

Department – Shows only the equipment belonging to this Department. Leave this blank to show items from all departments.

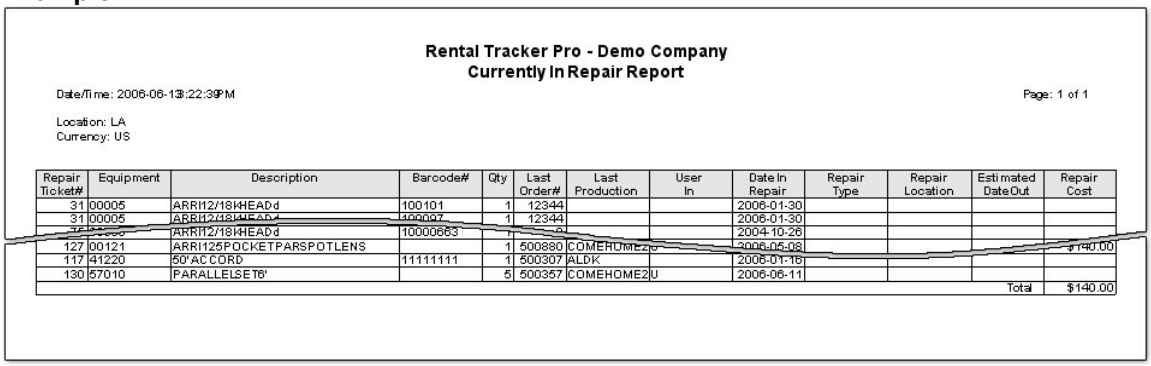
Repair location – If you want to select the equipment currently in repair by the repair location, you must choose this item from a look up table.

Location – If you are using multi-location features, you can also select the equipment currently in repair by your locations. This is where you can select your location.

Currency – If you are using multi-currency features, you can also select the equipment currently in repair by your different currencies in use.

Sort by – Specifies the sorting order of the records on the report.

Example:



Rental Tracker Pro - Demo Company
Currently In Repair Report

Date/Time: 2006-06-13 3:22:39 PM

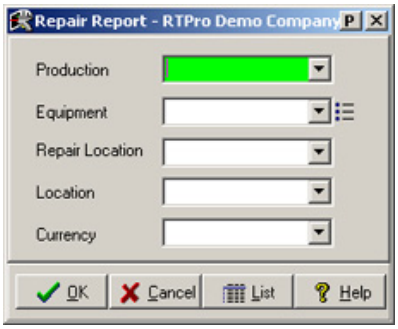
Page: 1 of 1

Location: LA
Currency: US

Repair Ticket#	Equipment	Description	Barcode#	Qty	Last Order#	Last Production	User In	Date In Repair	Repair Type	Repair Location	Estimated Date Out	Repair Cost
31	00005	ARRI12/18HEADd	100101	1	12344			2006-01-30				
31	00005	ARRI12/18HEADd	100097	1	12344			2006-01-30				
[illegible]		ARRI12/18HEADd	10000663	[illegible]	[illegible]			2004-10-26				
127	00121	ARRI125POCKETPARSPOTLENS		1	500880	COMEHOME2	U	2006-05-08				$140.00
117	41220	50'ACCORD	11111111	1	500307	ALDK		2006-01-16				
130	57010	PARALLELSET6'		5	500357	COMEHOME2	U	2006-06-11				
											Total	$140.00

Repair Report

This report prints a log of items that are in repair. The report reflects the location at which the items are being repaired.



Options:

Production – Shows only the items that are in repair and linked to an order for this production. Leave this blank to show items from all productions.

Equipment – The report can be filtered to print the requested equipment that is in repair. From a look up table that appears, you can choose the equipment that you want.

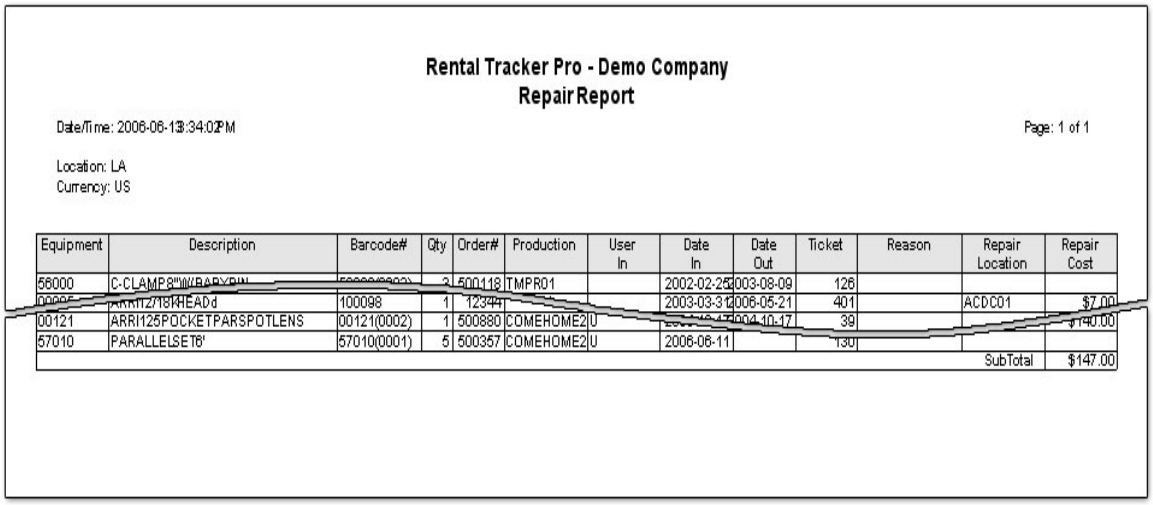
Note: You also can select multiple equipment. To do this, click on list icon in front of equipment and select each one you want to include in the report.

Repair location – If you want to select the equipment currently in repair by the repair location, you must choose this item.

Location – If you are using multi-location features, you can also select in the equipment in repair by your locations.

Currency – If you are using multi-currency features, you can choose which currency to use for the replacement cost and repair cost.

Example:



Rental Tracker Pro - Demo Company
Repair Report

Date/Time: 2006-06-13 3:34:02 PM

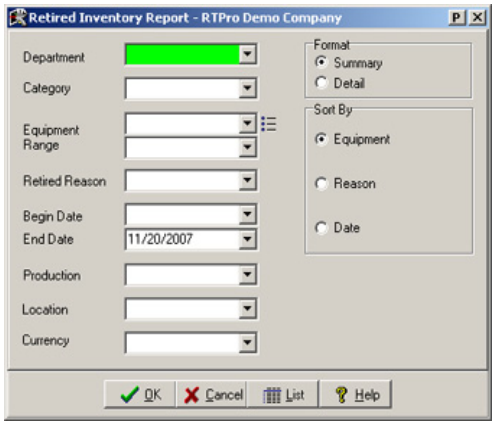
Page: 1 of 1

Location: LA
Currency: US

Equipment	Description	Barcode#	Qty	Order#	Production	User In	Date In	Date Out	Ticket	Reason	Repair Location	Repair Cost
58000	C-CLAMP8"W/BABYPIN	[illegible]	3	500118	TMPR01		2002-02-25	2003-08-09	126			
[illegible]	ARRITZ/18HEADd	100098	1	12344	[illegible]		2003-03-31	2006-05-21	401		ACDC01	$7.00
00121	ARRI125POCKETPARSPOTLENS	00121(0002)	1	500880	COMEHOME2	U	[illegible]	2004-10-17	39			$140.00
57010	PARALLELSET6'	57010(0001)	5	500357	COMEHOME2	U	2006-06-11		130			
											SubTotal	$147.00

Retired Inventory Report

The purpose of this report is to get a list of inventory items that are retired. There are two formats available to print this report: The Summary format displays the quantity of each type of equipment that has been retired. The Detail format will display the individual purchase information for each Barcoded item or group of Noncoded items that has been retired.



Options:q

Department – Shows only the equipment belonging to this Department. Leave this blank to show items from all departments.

Category – Shows only the equipment belonging to this Category. Leave this blank to show items from all categories.

Equipment Range – The range of equipment displayed in this report can be limited by selecting the beginning and ending equipment code. Leave these blank to show all equipment.

Retired Reason – Filters the report to the requested Retired Reason. Leave this option blank to show retired items across all Retired Reasons.

Retired Date Range – Filters the report to the requested Retired Date Range. If the Begin Date is left blank, then all items retired on or prior to the End Date will print. If the End Date is left blank, then all items retired on or after the Begin Date are printed.

Production – Shows only the items that are retired and linked to an order for this production. Leave this blank to show items from all productions.

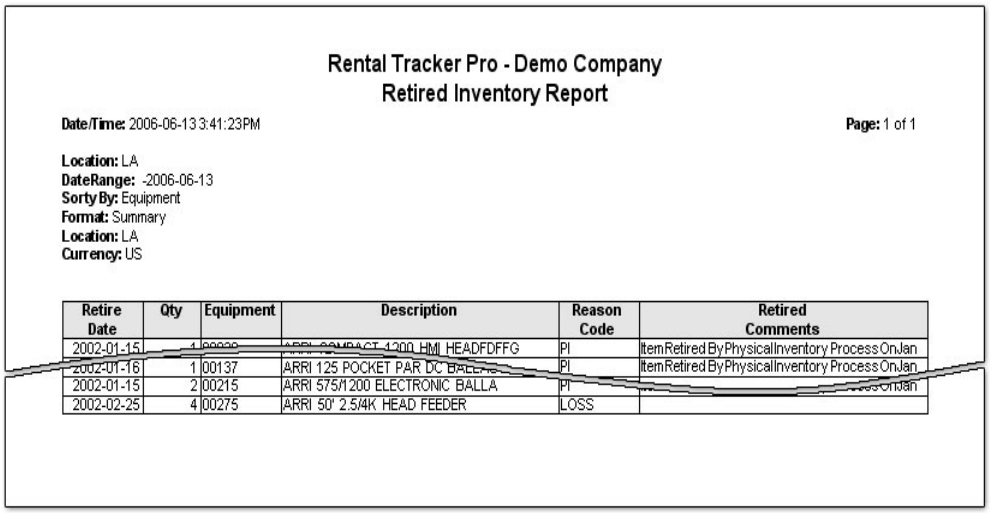
Location – If you are using multi-location features, you can also select in repair equipment by your locations.

Currency – If you are using multi-currency features, you can select which currency to show for the replacement and repair cost.

Format – Select layout of report between Summary and Detail.

Sort by – Specifies the sorting order of the records on the report. When the sort order is by Department, Category, Retired Reason, Production, report also groups the printed information with a group header.

Example:



Rental Tracker Pro - Demo Company
Retired Inventory Report

Date/Time: 2006-06-13 3:41:23PM **Page:** 1 of 1

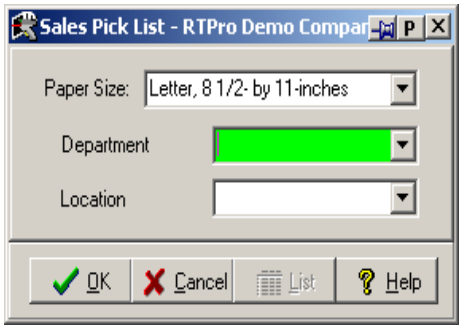
Location: LA
DateRange: -2006-06-13
Sorty By: Equipment
Format: Summary
Location: LA
Currency: US

Retire Date	Qty	Equipment	Description	Reason Code	Retired Comments
2002-01-15	1	[illegible]	[illegible]	PI	ItemRetiredByPhysicalInventoryProcessOnJan
2002-01-16	1	00137	ARRI 125 POCKET PAR DC BALLA	PI	ItemRetiredByPhysicalInventoryProcessOnJan
2002-01-15	2	00215	ARRI 575/1200 ELECTRONIC BALLA	PI	[illegible]
2002-02-25	4	00275	ARRI 50' 2.5/4K HEAD FEEDER	LOSS	

Sales Pick List

This report shows a list of all sales items in the shop. This report can be printed and given to customers in a condensed format with 2 columns. They can mark items in this list and order items they want. The report can be filtered to show department or location.

Note: There is a checkmark in Sales records named Print on Sales Pick List. Only checked items will print in this list.



Options:
Department – Shows only the item belonging to this Department. Leave this blank to show items from all departments.
Location – If you use multi-location features, you have another option to select one of your locations and see the reports for that specific location only.

Example:

RTI Studios
Sales Pick List

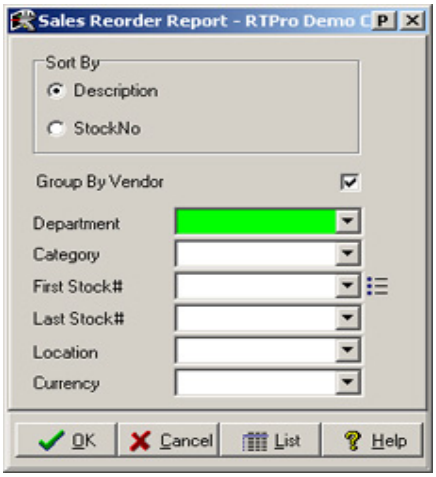
Page 1 of 1
10/10/10

Customer Name:	Pickup Date:	P.O.Number:
Requested By:		

ITEM#	QTY	DESCRIPTION	PRICE
()			
1475BROMEL		Bromeliads Guzmania	
18000-11		Sml Video Pro Plus Bank (8125)	
18HMIDEGB		18K HMI D.E. Globe	
(EQUIP) Equipment			
SONY1		Sony Projector	
(FUEL) Fuel			
FUEL		Fuel	
(GELS) Gels			
ABCD		Gel Roll ABCD	
GEL158		Gel Deep Orange	
GELROLL120		Gel Roll Deep Blue E-color	
GELROLL123		Gel Roll Red	
GELROLL124		Gel Roll Yellow	
GELROLL125		Gel Roll Green	
GELROLL170		Gel Roll Deep Lavender	
GELROLL43		Gel Roll Pink	
(HARDWARE) Hardware			
GLOVE351		Gloves Ropping	
GLOVE488		Glove Cowhide - Welding	
GLOVELATEX		Gloves Latex - Box 100	
GLOVERUB		Gloves Rubber - Black Long	
HAMMER		Hammer	
LATERN		Latern With Battery	
NAILSGTT		Nails Gauge T	
SCREWDRVR		Screw Driver 2	
STEELLOCK		Stainless Steel Lock Wire	
TIE100		Ties - Pack 100	
(HMI)			
14000		18K Alpha Head	
1812FFPGBA		18K12K FF Powergem Ballast	
(MARKERS) Markers			
MARKERBLK		Mark A Lot Marker - Black	
MARKERBLUE		Mark A Lot Marker - Blue	
SHARPIEBLK		Sharpies Black	
SHARPIERED		Sharpies Red	
(TAPE) Tape			
TAPEBL4		Digital Blue 4" Tape	
TAPEGRN4		Digital Green 4" Tape	

Sales Reorder Report

Use this report to find out what you need to reorder for your sales inventory. Using the current quantity in stock, the quantity on back order, minimum quantity on hand and quantity to reorder from the sales inventory screen, this report calculates how many items should be reordered. When the quantity on hand drops below the specified reorder point, that stock# will appear on this report to prompt you to reorder. To help with that task, Vendor, Manufacturer, and Measure information is displayed for the stock #, as well as the quantity to reorder and cost.



Options:

Sort By – Specifies the sorting order of the records on the report. You can sort the report by Description / Stock#.

Group By Vendor – If check-marked, this report groups and separates all the items to be ordered from each vendor.

Department – Shows only the equipment belonging to this Department. Leave this blank to show items from all departments.

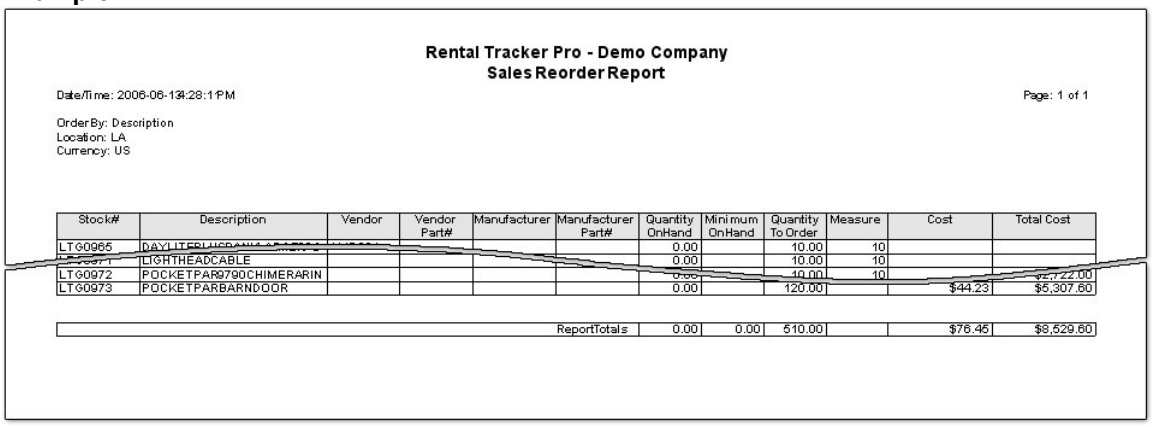
Category – Shows only the equipment belonging to this Category.

First, Last Stock# – Filters the report between first and last stock#. You also can select multiple stock numbers. To do this, click on the list icon in front of the first stock# and select each one you want to include in the report.

Location – If you use multi-location features, you have another option to select one of your locations and see the reports for that specific location only.

Currency – If you are using multi-currency features, you can select the currency to show properly the cost of items to reorder.

Example:



Rental Tracker Pro - Demo Company
Sales Reorder Report

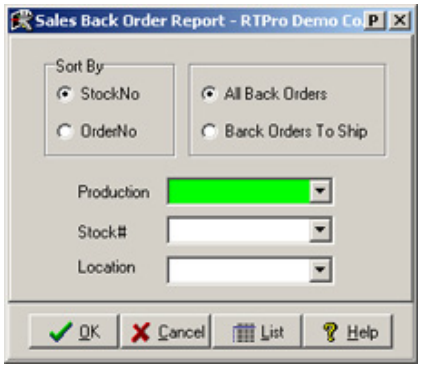
Date/Time: 2006-06-13 3:28:1 PM — Page: 1 of 1

Order By: Description
Location: LA
Currency: US

Stock#	Description	Vendor	Vendor Part#	Manufacturer	Manufacturer Part#	Quantity OnHand	Minimum OnHand	Quantity To Order	Measure	Cost	Total Cost
LTG0965	DAYLITERLUSPANIA					0.00		10.00	10		
[illegible]	LIGHTHEADCABLE					0.00		10.00	10		
LTG0972	POCKETPAR9790CHIMERARIN					0.00		10.00	10		$2,722.00
LTG0973	POCKETPARBARNDOOR					0.00		120.00		$44.23	$5,307.60
					ReportTotals	0.00	0.00	510.00		$76.45	$8,529.60

Sales Backorder Report

This report lists the quantities of the sales inventory that are ordered by productions and are not shipped yet. When you receive a shipment from your vendor, run this report to see if there are any sales items that were ordered but cannot be shipped due to the items not being available at the time.



Options:

Sort By – Specifies the sorting order of the records on the report. You can sort the report by Stock No / Order No.

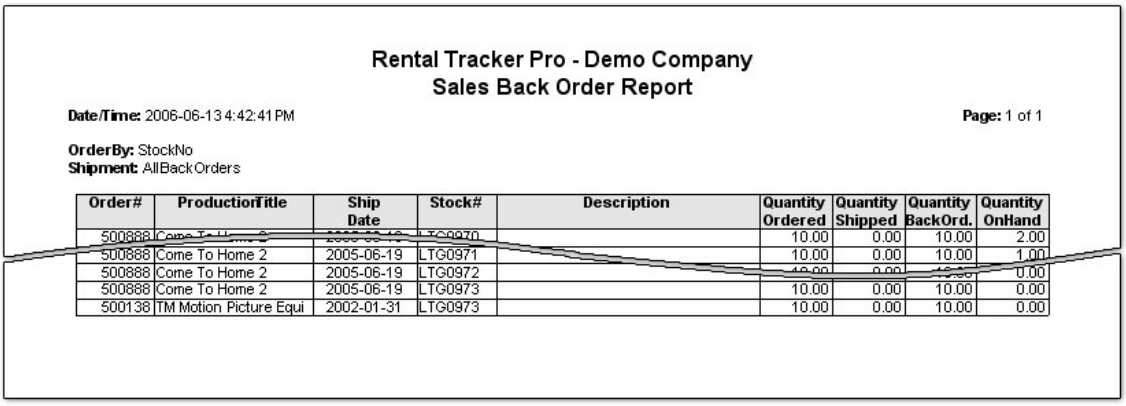
All Back Orders / Back Orders to Ship – If you select "All Back Orders", the report will list any item that is not shipped regardless of having it available to ship or not. When you select "Back Orders to Ship", the report prints only the back orders that are not available to ship.

Production – You can choose a specific production and get the report of all the backorders for this production. Leave this option blank to show backorders for all productions.

Stock# – You can choose a specific stock# and print the report for this stock# only. Leave this option blank to show backorders for all stock#'s in the inventory.

Location – If you use multi-location features, you have another option to select one of your locations and see the reports for that specific location only.

Example:



Rental Tracker Pro - Demo Company
Sales Back Order Report

Date/Time: 2006-06-13 4:42:41 PM **Page:** 1 of 1

OrderBy: StockNo
Shipment: AllBackOrders

Order#	ProductionTitle	Ship Date	Stock#	Description	Quantity Ordered	Quantity Shipped	Quantity BackOrd.	Quantity OnHand
500888	Come To Home 2	2005-06-19	LTG0970		10.00	0.00	10.00	2.00
500888	Come To Home 2	2005-06-19	LTG0971		10.00	0.00	10.00	1.00
500888	Come To Home 2	2005-06-19	LTG0972		10.00	0.00	10.00	0.00
500888	Come To Home 2	2005-06-19	LTG0973		10.00	0.00	10.00	0.00
500138	TM Motion Picture Equi	2002-01-31	LTG0973		10.00	0.00	10.00	0.00

Sales on Hand Report

For each type of stock in your sales inventory, this report displays the quantity on hand, as well as the replacement cost and price. You can also use this report to get a total value of your sales inventory as of today or on any date in the past.

Options:

Sort By – Specifies the sorting order of the records on the report. You can sort the report by Description / Stock#.

Print Stock Numbers With Zero Quantity On Hand – If checked, all stock, regardless of the quantity that are on hand, will print. If not checked, only the stock that has a value in the quantity on hand column will print.

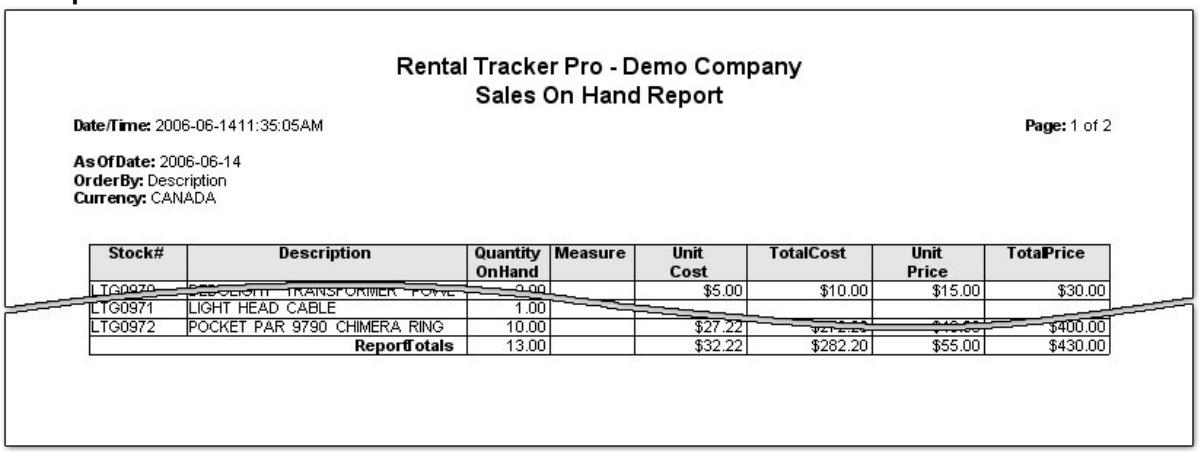
As Of Date – If the As of Date is the today's date, it shows the current quantity of stock that is on hand. If the As of Date is in the past, the report shows the quantity of items that were on hand on that given date. If a date in the future is entered in the As of Date, the report will treat it as today's date.

Department – Shows only the sales stock belonging to this Department. Leave this blank to show the stock from all departments.

Location – If you use multi-location features, you have another option to select one of your locations and see the reports for that specific location only.

Currency – If you are using multi-currency features, you can select currency values to show for the replacement cost and price.

Example:



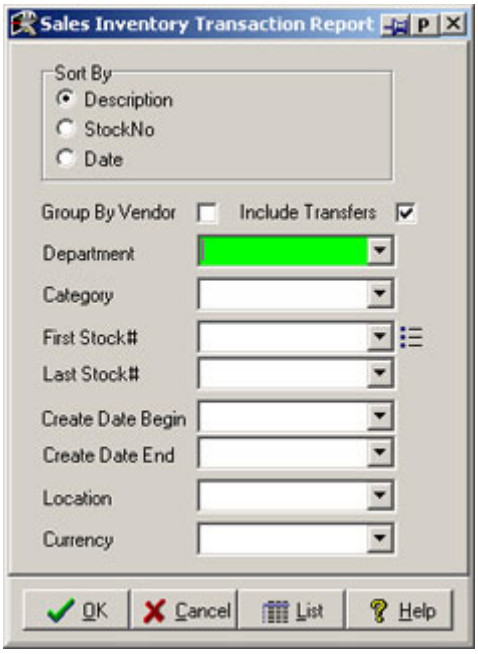
Rental Tracker Pro - Demo Company
Sales On Hand Report

Date/Time: 2006-06-14 11:35:05 AM **Page:** 1 of 2

As Of Date: 2006-06-14
OrderBy: Description
Currency: CANADA

Stock#	Description	Quantity OnHand	Measure	Unit Cost	TotalCost	Unit Price	TotalPrice
LTG0970	[illegible] TRANSFORMER POWE	2.00		$5.00	$10.00	$15.00	$30.00
LTG0971	LIGHT HEAD CABLE	1.00					
LTG0972	POCKET PAR 9790 CHIMERA RING	10.00		$27.22	[illegible]	[illegible]	$400.00
	Report Totals	13.00		$32.22	$282.20	$55.00	$430.00

Sales Inventory Transaction



This report shows all the sales transactions that happened between specified dates or for a range of the stock items. You can filter the results to show the stock in a specified department and category.

Option:

Sort By – Specifies the sorting order of the records on the report. You can sort the report by Description / Stock#.

Department – Shows only the sales stock belonging to this Department. Leave this blank to show the stock from all departments.

Category – Shows only the equipment belonging to this Category.

First, Last Stock – Choose stock numbers to show transactions for them. You also can select multiple stock numbers. To do this, click on the list icon in front of first stock and select each one you want to include in the report.

Create Date Begin, End – Select a date range to use for reporting. This will only include transactions that happened between these dates in report.

Location – If you use multi-location features, you have another option to select one of your locations and see the reports for that specific location only.

Currency – If you are using multi-currency features, you can select currency values to show for the replacement cost and price.

Example:

Rental Tracker Pro - Demo Company
Sales Inventory Transaction Report

Date/Time: 2006-06-1411:40:03AM **Page:** 1 of 1

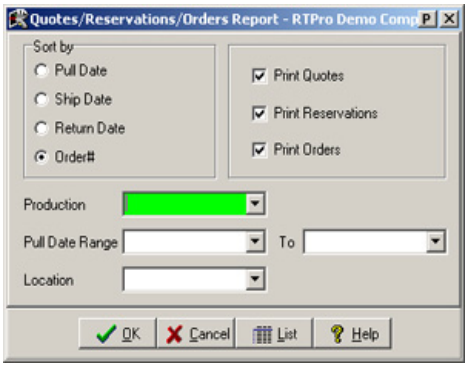
OrderBy: Description
Currency: US

Stock#	Description	Transaction Date	Transaction Type	Quantity	Cost	Vendor	PO	Create Date	Create By
LTG0970	DEDOLIGHT TRANSFORMER PO	2006-06-134	R	1.00	$5.00	AMPS01		2006-06-13	
LTG0970	DEDOLIGHT TRANSFORMER PO	2006-06-134	D	1.00	$5.00			2006-06-13	
LTG0971	LIGHT HEAD CABLE	2006-06-134	S	1.00				2006-06-13	
LTG0972	POCKET PAR 9790 CHIMERA RIN	2006-06-134	S	10.00	$27.22			2006-06-13	

ReportTotals	13.00	$37.22	

Order Processing Reports

Quote/Reservation/Order Report



This report will show a list of all orders in the system. You can filter this list by production, pull date range or location.

Options:

Sort By – Specifies the sorting order of the records on the report. You can sort the report by Pull date, Ship date, Return date and Order number.

Print Quotes – Checking this option will print Quoted orders.

Print Reservations – Checking this option will print reserved orders.

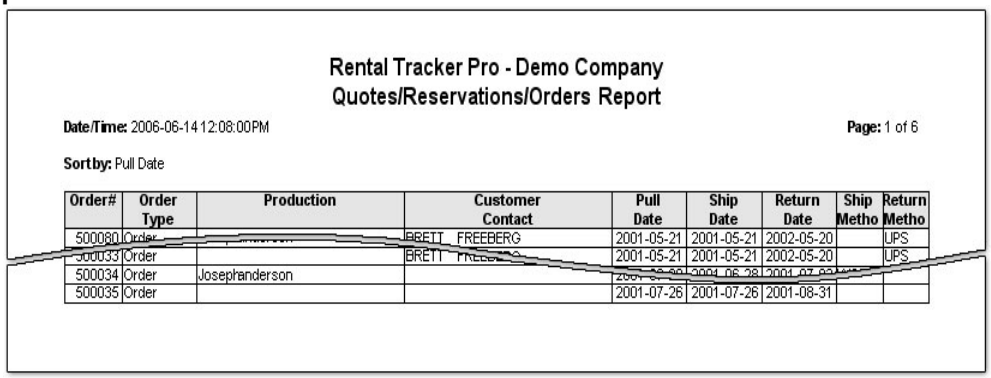
Print Orders – Checking this option will print orders.

Production – You can choose a specific production and get the report of all the types of orders for this production. Leave this option blank to show the order types for all productions.

Pull Date Range – To filter the report accurately specify the beginning and ending Pull date.

Location – If you use multi-location features, you have another option to select one of your locations and see the reports for that specific location only.

Example



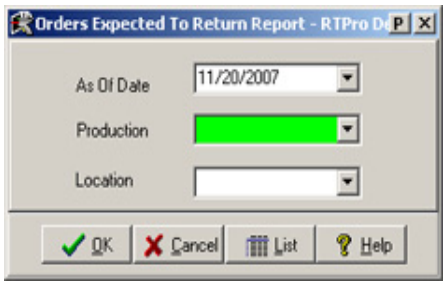
Rental Tracker Pro - Demo Company
Quotes/Reservations/Orders Report

Date/Time: 2006-06-14 12:08:00PM **Page:** 1 of 6

Sort by: Pull Date

Order#	Order Type	Production	Customer Contact	Pull Date	Ship Date	Return Date	Ship Metho	Return Metho
500030	Order		BRETT FREEBERG	2001-05-21	2001-05-21	2002-05-20		UPS
500033	Order		BRETT	2001-05-21	2001-05-21	2002-05-20		UPS
500034	Order	Josephanderson						
500035	Order			2001-07-26	2001-07-26	2001-08-31		

Orders Expected to Return Report



This report reflects the orders that are expected to return on or before a specific date. The date that is referenced for the report is the Return Date, which is stored on the Order Header screen. The report includes order number, the date that the order is created and the expected return date.

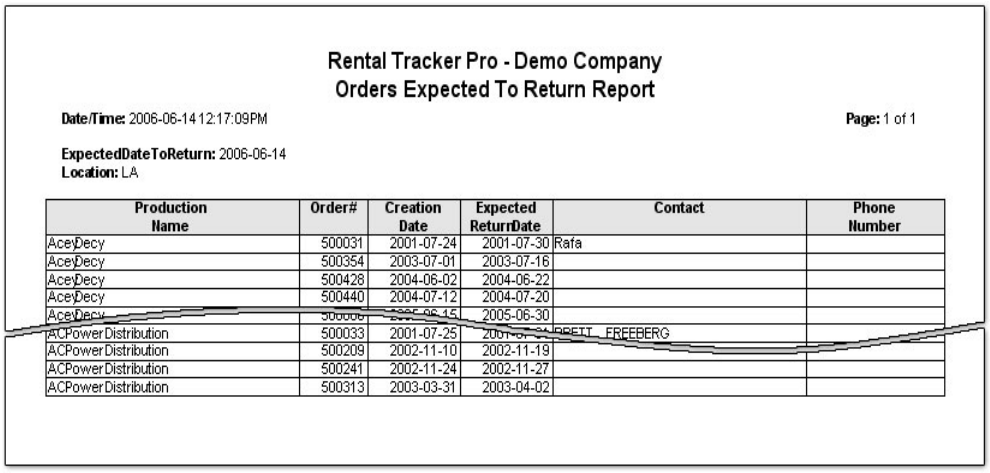
Options:

As Of Date – A list of orders with Return Date on or before this given date.

Production – Shows only the orders belonging to this given production. Leave this option blank to show orders from all productions.

Location – If you are using multi-location features, you can filter to show only the orders for the given location. Leave this option blank to show orders from all locations.

Example:



Rental Tracker Pro - Demo Company
Orders Expected To Return Report

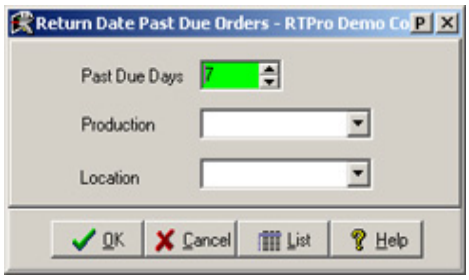
Date/Time: 2006-06-14 12:17:09PM **Page:** 1 of 1

ExpectedDateToReturn: 2006-06-14
Location: LA

Production Name	Order#	Creation Date	Expected ReturnDate	Contact	Phone Number
AceyDecy	500031	2001-07-24	2001-07-30	Rafa	
AceyDecy	500354	2003-07-01	2003-07-16		
AceyDecy	500428	2004-06-02	2004-06-22		
AceyDecy	500440	2004-07-12	2004-07-20		
AceyDecy	[illegible]	[illegible]	2005-06-30		
ACPower Distribution	500033	2001-07-25	[illegible]	BRETT FREEBERG	
ACPower Distribution	500209	2002-11-10	2002-11-19		
ACPower Distribution	500241	2002-11-24	2002-11-27		
ACPower Distribution	500313	2003-03-31	2003-04-02		

Past due Orders Report

This report prints a log of orders that are supposed to be returned and are not and the return date is past by due by the Past Due Days. The orders reflected on the report are orders which do not have all items returned and the Return Date is past by the specified number of days.



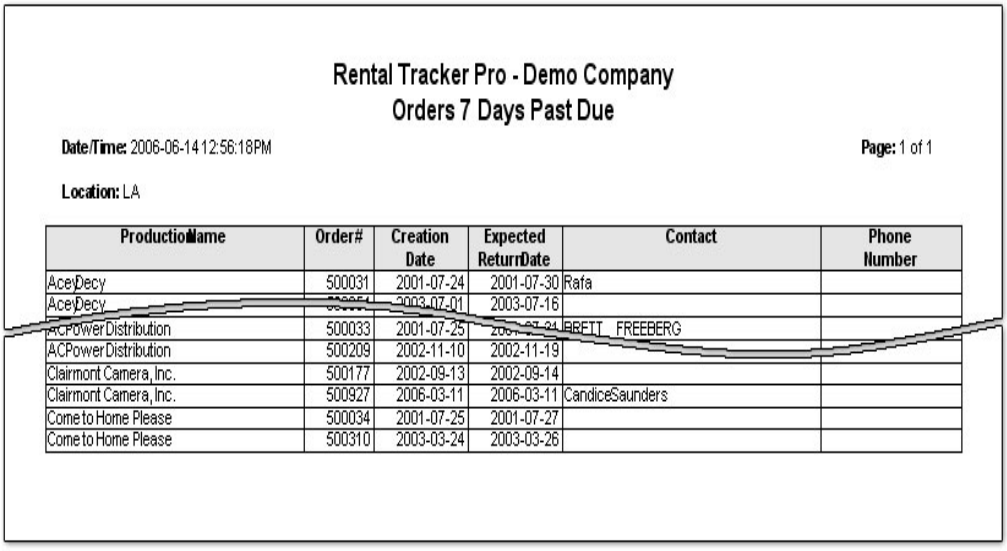
Options:

Past Days Due – Number of days that orders are past their return date.

Production – Shows only the orders belonging to this given production. Leave this option blank to show orders from all productions.

Location – If you are using multi-location features, you can filter to show only the orders for the given location. Leave this option blank to show orders from all locations.

Example:



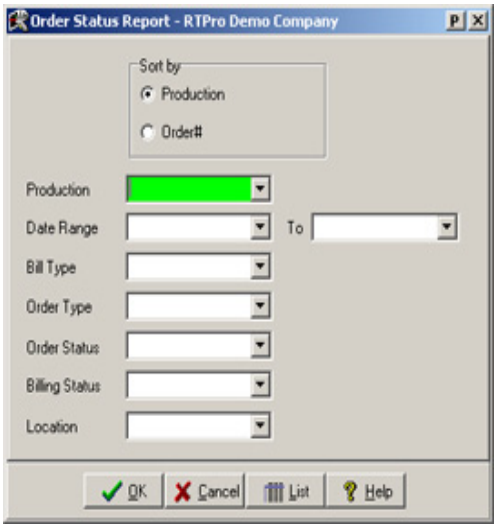
Rental Tracker Pro - Demo Company
Orders 7 Days Past Due

Date/Time: 2006-06-14 12:56:18PM **Page:** 1 of 1

Location: LA

ProductioName	Order#	Creation Date	Expected ReturnDate	Contact	Phone Number
AceyDecy	500031	2001-07-24	2001-07-30	Rafa	
AceyDecy	[illegible]	2003-07-01	2003-07-16		
ACPower Distribution	500033	2001-07-25	[illegible]	BRETT FREEBERG	
ACPower Distribution	500209	2002-11-10	2002-11-19		
Clairmont Camera, Inc.	500177	2002-09-13	2002-09-14		
Clairmont Camera, Inc.	500927	2006-03-11	2006-03-11	CandiceSaunders	
Come to Home Please	500034	2001-07-25	2001-07-27		
Come to Home Please	500310	2003-03-24	2003-03-26		

Order Status Report



This report lists the orders specifying their Billing Type, Order Type and Order Status.

Options:

Sort By – Specifies the sorting order of the records on the report. You can sort the report by Production / Order#.

Production – Shows only the orders belonging to this given production. Leave this option blank to show orders from all productions.

Date Range – Filters the report to the orders created between the given date range.

Bill Type – Filters the report to any of the following billing types Regular Bill / No Charge / No Further Bill / No Charge Sales. Leave this option blank to print all orders regardless of their billing types.

Order Type – Filters the report to any of the following order types Quote / Reservation / Order / Cancel. Leave this option blank to print all orders regardless of their order types.

Order Status – Filters the report to any of the following order status Empty / Not-ship / Part-ship / Shipped / Part-Ret / Returned / Closed. Leave this option blank to print all orders regardless of their order status.

Billing Status – Filters the report to any of the following billing status Not Billed / Part Billed / Billed. Leave this option blank to print all orders regardless of their billing status.

Location – If you are using multi-location features, you can filter to show only the orders for the given location. Leave this option blank to show orders from all locations.

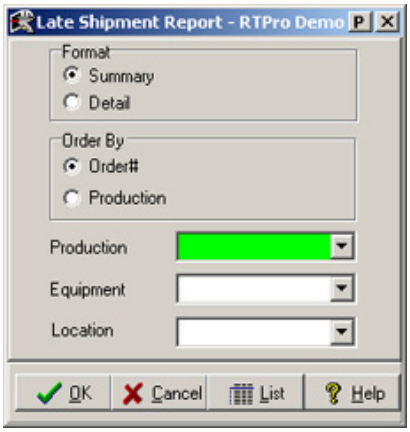
Example:

Rental Tracker Pro - Demo Company
Order Status Report

Date/Time: 2006-06-14 2:30:03PM **Page:** 8 of 8

Order#	Location	ProductionName	Creation Date	Ship Date	Expected Ret.Date	Order Type	Bill Type	Order Status	Description
500026	LA	Winnercom	2001-07-23	2001-08-01	2001-08-03	Order	NoCharge	Part-Ret	WUSA Chapel Hill Job Date 8/2/0
500036	LA	Winnercom	2001-07-25	2001-07-28	2001-07-29	Order	NoCharge	Not-Ship	Horse Track New York - SE#44
[illegible]	[illegible]	WomensProfessionalSoccer	[illegible]	[illegible]	2001-08-02	Order	NoCharge	Closed	San Diego Spirit - SE# 47
500047	LA	WomensProfessionalSoccer	2001-07-31	2001-07-27	[illegible]	[illegible]	NoCharge	Closed	San Diego Spirit 7/29/01 SE#46
500073	LA	WomensProfessionalSoccer	2001-08-09	2001-08-10	2001-08-13	Order	NoCharge	Closed	WOMEN'S SOCCER SE #31
500378	LA	WomensProfessionalSoccer	2003-10-18	2003-10-18	2003-10-18	Quote	Regular Bill	Not-Ship	

Late Shipments Report



Any order that has equipment that has not been shipped completely or was shipped after the scheduled ship date will show on this report.

Options:

Summary / Detail – The Summary format lists the information in the order level specifying the order and the date the equipment should have been shipped. The Detail format lists the information in the equipment level specifying the equipment and quantities that were ordered.

Order by order# – In Summary format, if this option is selected, the report will sort by order number.

Order by Equipment – In Detail format, if this option is selected, the report will sort by equipment code.

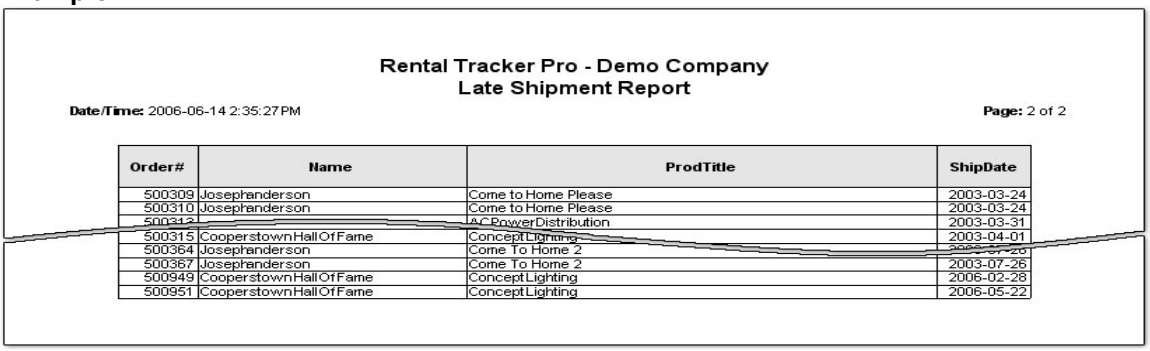
Order by Production – If this option is selected, the report will sort by Production code.

Production – Shows only the orders belonging to this given production. Leave this option blank to show orders from all productions.

Equipment – Shows only the orders having this equipment as a late shipment. Leave this option blank to show orders with all equipment.

Location – If you are using multi-location features, you can filter to show only the orders for the given location. Leave this option blank to show orders from all locations.

Example:

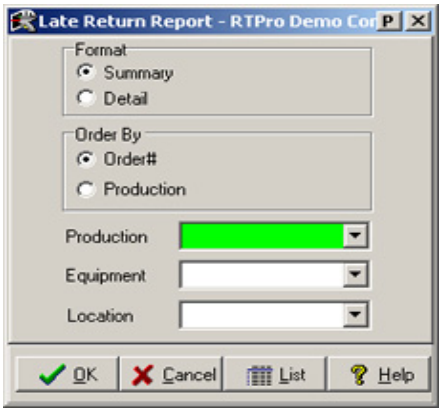


Rental Tracker Pro - Demo Company
Late Shipment Report

Date/Time: 2006-06-14 2:35:27 PM **Page:** 2 of 2

Order#	Name	ProdTitle	ShipDate
500309	Josephanderson	Come to Home Please	2003-03-24
500310	Josephanderson	Come to Home Please	2003-03-24
500312		AC PowerDistribution	2003-03-31
500315	CooperstownHallOfFame	ConceptLighting	2003-04-01
500364	Josephanderson	Come To Home 2	2003-07-26
500367	Josephanderson	Come To Home 2	2003-07-26
500949	CooperstownHallOfFame	ConceptLighting	2006-02-28
500951	CooperstownHallOfFame	ConceptLighting	2006-05-22

Late Returns Report



Orders with equipment that were shipped and have not returned or returned after the expected return date will appear on this report.

Options:

Summary / Detail – The Summary format lists the information in the order level specifying the order and the date the equipment should have been returned. The Detail format lists the information in the equipment level specifying the equipment and quantities that are ordered.

Order by order# – In Summary format, if this option is selected, the report will sort by order number.

Order by Equipment – In Detail format, if this option is selected, the report will sort by equipment code.

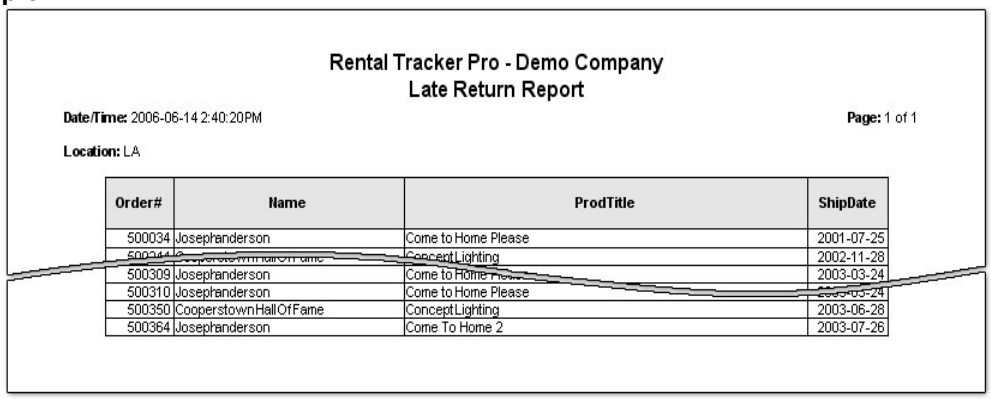
Order by Production – If this option is selected, the report will sort by production code.

Production – Shows only the orders belonging to this given production. Leave this option blank to show orders from all productions.

Equipment – Shows only the orders having this equipment as a late shipment. Leave this option blank to show orders with all equipment.

Location – If you are using multi-location features, you can filter to show only the orders for the given location. Leave this option blank to show orders from all locations.

Example:



Rental Tracker Pro - Demo Company
Late Return Report

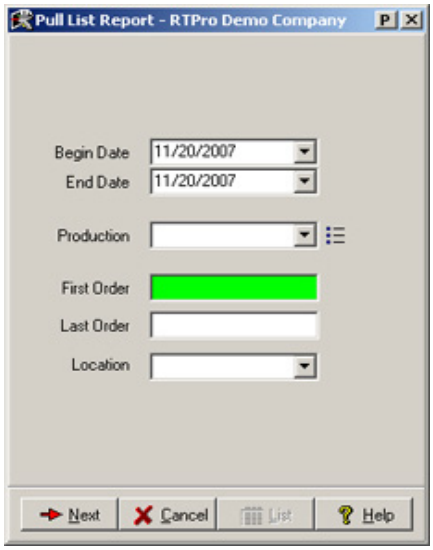
Date/Time: 2006-06-14 2:40:20PM **Page:** 1 of 1

Location: LA

Order#	Name	ProdTitle	ShipDate
500034	Josephranderson	Come to Home Please	2001-07-25
[illegible]	[illegible]	ConceptLighting	2002-11-28
500309	Josephranderson	Come to Home Pro[illegible]	2003-03-24
500310	Josephranderson	Come to Home Please	[illegible]
500350	CooperstownHallOfFame	ConceptLighting	2003-06-28
500364	Josephranderson	Come To Home 2	2003-07-26

Batch Print Pull List

When you have several orders that must be pulled during a particular time window, you do not need to go into the orders individually to print out the Pull Sheets. This function will print all of the Pull Sheets at once, based on date and order criteria that you specify. Date inclusion is based on the Pull Date on the Order Header. The standard Pull Sheet printing options are also available. Select the desired options and then click on the Next button that will send you to the regular Pull List report screen. See Pull List Report for more details.



Options:

Date Range – Prints the Pull List for orders with the Pull Date in the given date range. Beginning and End date will be the default date of the system.

Production – You can choose a specific production and get the pull list report for this production. You also can select multiple productions. To do this, click on list icon in front of Production and select each one you want to include in report.

Order# Range – Prints the Pull List for orders with the Order# in the given range.

Location – If you are using multi-location features, you can filter to show only the orders for the given location. Leave this option blank to show orders from all locations.

Example:

RTI Studios Los Angeles

12481 Tejas Court
Rancho Cucamonga, CA 91739
888 595-8041 (Fax)888 595-8042

Pull List (Rentals)

Date: 10/10/2010 **Time:** 1:44:13 PM **Order#: 374** **Page:** 1

Order#: 374 **Job Title:** Subrental 2
Customer: COLDCASE **CBS Studios - Cold Case 10**

Billing Address: CBS Studios
11122 Pico Blvd
Los Angeles, CA 90010

Shipping:

Phone: **Fax:**

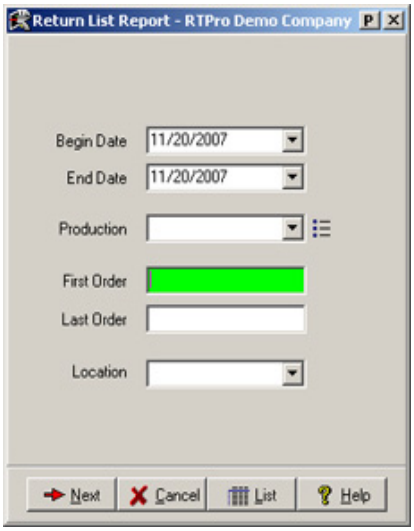
Ship Date: 9/13/2010 **Return Date:** 9/26/2010 **Usage Period:** 9/13/2010-9/26/2010
Customer Contact: Debbie Jacobs 416 333-5656 **Currency:** USD
Terms: Net 30 **Bill Type:** Regular Bill
Salesperson: Sally **Ship Method:**
Payment Type: Cash **P.O.:** **Return Method:**

Department: HMI - HMI Lighting

Equipment	Description	Total Ord.	Total Pull.	Total Rem.
14000	**18K Alpha Head** **Subrental: Mole Richardson - Ord:1 - Out:0 - Remain:1**	1		
1812FFPGBA	18K12K FF Powergem Ballast Subrental: Mole Richardson - Ord:1 - Out:0 - Remain:1	1		
1812KPOWFE	18K/12K/6K Power Feeder Subrental: Mole Richardson - Ord:1 - Out:0 - Remain:1	1		
14000-01	220V (F) Bates To (M) Camlock (18K/12K/6K) Subrental: Mole Richardson - Ord:1 - Out:0 - Remain:1	1		
14000-02	18K Alpha Fresnel Lens Subrental: Mole Richardson - Ord:1 - Out:0 - Remain:1	1		
14000-03	18K Alpha Clear Lens W/ Rim Subrental: Mole Richardson - Ord:1 - Out:0 - Remain:1	1		
14000-04	18K/12K Fresnel 29" 5Pc Scrim Set W/Bag Subrental: Mole Richardson - Ord:1 - Out:0 - Remain:1	1		
18HMIDEGB	18K HMI D.E. Globe Subrental: Mole Richardson - Ord:1 - Out:0 - Remain:1	1		
14000-05	18K Alpha Lens Protector(Circular) Subrental: Mole Richardson - Ord:1 - Out:0 - Remain:1	1		
HEADEXT18	18K/12K.6K HMI 50' Head Ext. Subrental: Mole Richardson - Ord:2 - Out:0 - Remain:2	2		
14000-05	**18K Alpha Lens Protector(Circular)** **Subrental: Mole Richardson - Ord:2 - Out:0 - Remain:2**	2		

*** PULL LIST FOOTER SECTION ***

Batch Print Return List



During a particular time range when you have several orders that must be returned, you do not need to go into the orders individually to print out the Return Lists. This function will print all of the Return Lists at once, based on date and order criteria that you specify. Date inclusion is based on the Return Date on the Order Header. The standard Return List printing options are also available. Select the desired options, and then click on the Next button that will send you to the regular Return List report screen. See Return List Report for more details.

Options:

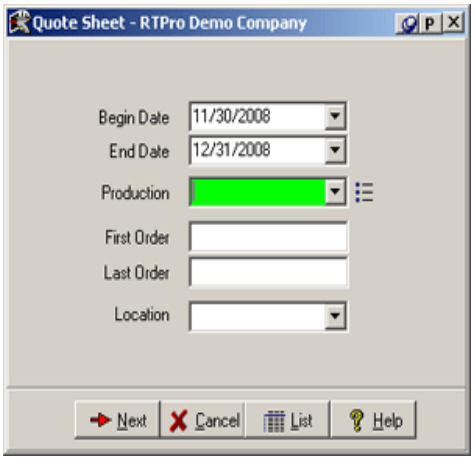
Date Range – Prints the Pull List for orders with the Pull Date in the given date range.

Production – You can choose a specific production and get the Return list report for this production. You also can select multiple productions. To do this, click on list icon in front of Production and select each one you want to include in report.

Order# Range – Prints the Pull List for orders with the Order number in the given range.

Location – If you are using multi-location features, you can filter to show only the orders for the given location. Leave this option blank to show orders from all locations.

Batch Print Quote Sheet



This option can be used when there are several orders that you need to print a quote for. This option allows a batch to be printed so you do not need to print the orders individually through order processing. This function will print all quotes at once, based on the criteria that you specify. Select your desired options and then click on the Next button that will send you to the regular Quote Sheet report dialog box.

Options:

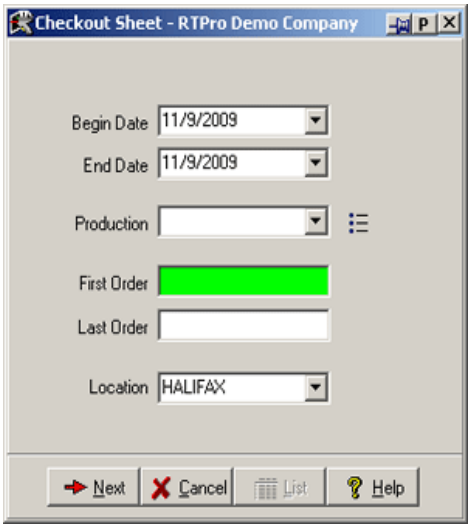
Date Range – Prints the Quote Sheet for orders with the Quote Date in the given date range.

Production – You can choose a specific production and get the Quote Sheet report for this production. You also can select multiple productions. To do this, click on list icon in front of Production and select each one you want to include in report.

Order# Range – Prints the Quote Sheet for orders with the Order number in the given range.

Location – If you are using multi-location features, you can filter to show only the orders for the given location. Leave this option blank to show orders from all locations.

Batch Checkout Sheet



This option can be used when there are several orders that you need to print a checkout sheet for. This option allows a batch to be printed so you do not need to print the orders individually through order processing. This function will print all records at once, based on the criteria that you specify. Select your desired options and then click on the Next button that will send you to the regular Checkout Sheet report dialog box.

Options:

Date Range – Prints the Checkout Sheet for orders with the checkout Date in the given date range.

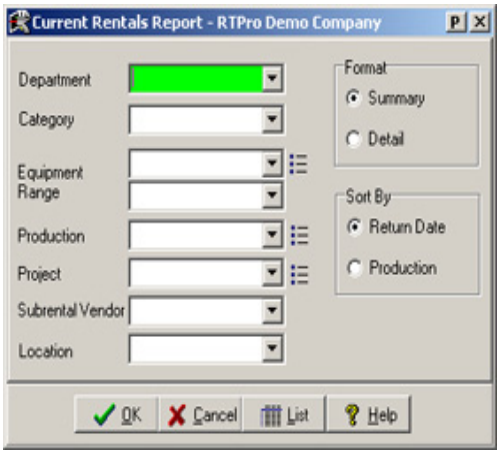
Production – You can choose a specific production and get the Checkout Sheet report for this production.

You also can select multiple productions. To do this, click on list icon in front of Production and select each one you want to include in report.

Order# Range – Prints the Checkout Sheet for orders with the Order number in the given range.

Location – If you are using multi-location features, you can filter to show only the orders for the given location. Leave this option blank to show orders from all locations.

Current Rentals Report



This report lists the items that are currently out on orders.

Options:

Summary / Detail – The Summary format lists the information in the order level specifying the order and the date the equipment should have been returned. Detail format lists the information in equipment level specifying equipment and quantities ordered.

Department – Shows only equipment belonging to this Department. Leave it blank to show items from all departments.

Category – Shows only equipment belonging to this Category. Leave it blank to show items from all categories.

Equipment Range – The range of equipment displayed in this report can be limited by selecting the beginning and ending equipment code. Leave these blank to show all equipment.

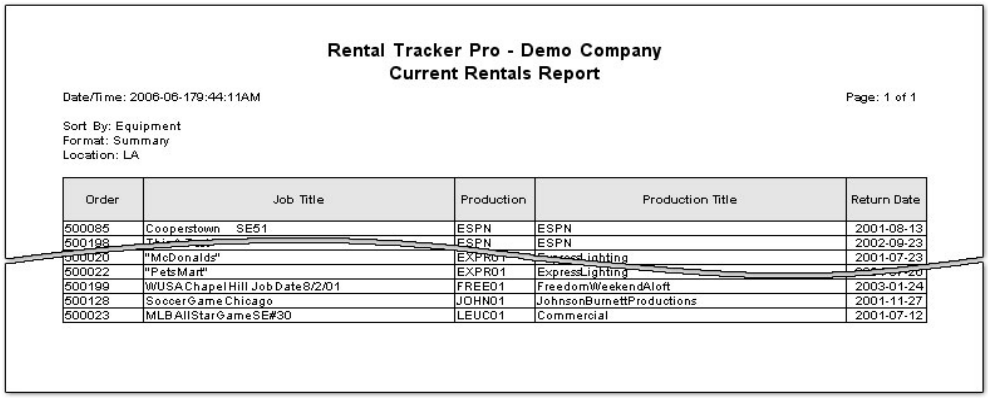
Production – Shows only the orders belonging to this given production. Leave this option blank to show orders from all productions.

Project – Shows only the orders linked to this given project. Leave this option blank to show orders linked to all projects.

Subrental Vendor – Shows only the orders with Subrental from the given Subrental vendor. Leave this option blank to show Subrental from all vendors.

Location – If you are using multi-location features, you can filter to show only the orders for the given location. Leave this option blank to show orders from all locations.

Example:



Rental Tracker Pro - Demo Company
Current Rentals Report

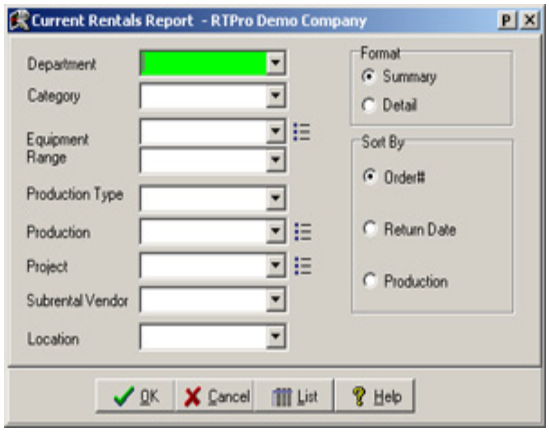
Date/Time: 2006-06-179:44:11AM Page: 1 of 1

Sort By: Equipment
Format: Summary
Location: LA

Order	Job Title	Production	Production Title	Return Date
500085	Cooperstown SE51	ESPN	ESPN	2001-08-13
500198	[illegible]	ESPN	ESPN	2002-09-23
500020	"McDonalds"	EXPR01	ExpressLighting	2001-07-23
500022	"PetsMart"	EXPR01	ExpressLighting	[illegible]
500199	WUSA Chapel Hill Job Date 8/2/01	FREE01	FreedomWeekendAloft	2003-01-24
500128	Soccer Game Chicago	JOHN01	JohnsonBurnettProductions	2001-11-27
500023	MLB AllStarGameSE#30	LEUC01	Commercial	2001-07-12

Current Rentals Report (Format #2)

This is also a report that lists the items that are currently out on orders. It has a different layout with different columns printed.



Options:

Summary / Detail – The Summary format lists the information in the order level specifying the order and the date the equipment should have been returned. The Detail format lists the information in the equipment level specifying the equipment and quantities that ordered.

Sort By – Specifies the sorting order of the records on the report. You can sort the report by order number / return date and production in Summary format and also sort the report by job title / order number / equipment code / return date and production in Detail format.

Department – Shows only the equipment belonging to this Department. Leave this blank to show items from all departments.

Category – Shows only the equipment belonging to this Category. Leave this blank to show items from all categories.

Equipment Range – The range of equipment displayed in this report can be limited by selecting the beginning and ending equipment code. Leave these blank to show all equipment.

Production Type – Shows only the orders linked to this given production type. Leave this option blank to show orders linked to all production types.

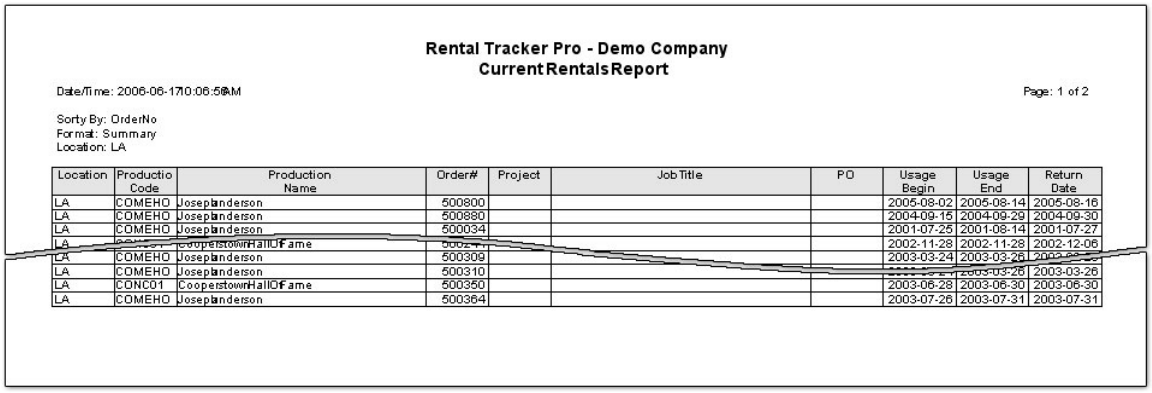
Production – Shows only the orders belonging to this given production. Leave this option blank to show orders from all productions.

Project – Shows only the orders linked to this given project. Leave this option blank to show orders linked to all projects.

Subrental Vendor – Shows only the orders with Subrental from the given Subrental vendor. Leave this option blank to show Subrental from all vendors.

Location – If you are using multi-location features, you can filter to show only the orders for the given location. Leave this option blank to show orders from all locations.

Example:



Rental Tracker Pro - Demo Company
Current Rentals Report

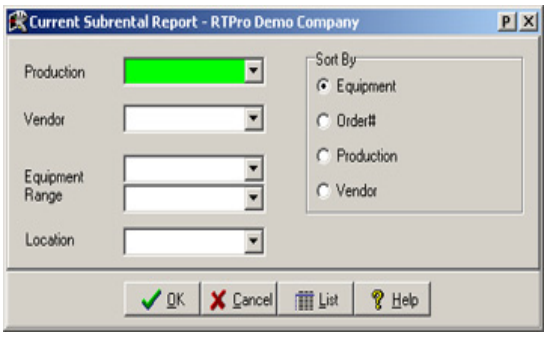
Date/Time: 2006-06-17 10:06:56 AM — Page: 1 of 2

Sorty By: OrderNo
Format: Summary
Location: LA

Location	Productio Code	Production Name	Order#	Project	Job Title	PO	Usage Begin	Usage End	Return Date
LA	COMEHO	Joseplanderson	500800				2005-08-02	2005-08-14	2005-08-16
LA	COMEHO	Joseplanderson	500880				2004-09-15	2004-09-29	2004-09-30
LA	COMEHO	Joseplanderson	500034				2001-07-25	2001-08-14	2001-07-27
LA	[illegible]	CooperstownHallOfFame	[illegible]				2002-11-28	2002-11-28	2002-12-06
LA	COMEHO	Joseplanderson	500309				2003-03-24	2003-03-26	[illegible]
LA	COMEHO	Joseplanderson	500310				[illegible]	2003-03-26	2003-03-26
LA	CONC01	CooperstownHallOfFame	500350				2003-06-28	2003-06-30	2003-06-30
LA	COMEHO	Joseplanderson	500364				2003-07-26	2003-07-31	2003-07-31

Current Subrental Report

This report lists all items that are currently out on orders checked out as Subrental on an order. In addition to equipment and order information, this report will list Vendor information for each type of equipment sub rented.



Options:

Sort By – Specifies the sorting order of the records on the report. You can sort the report by Equipment / Order# / Production / Vendor.

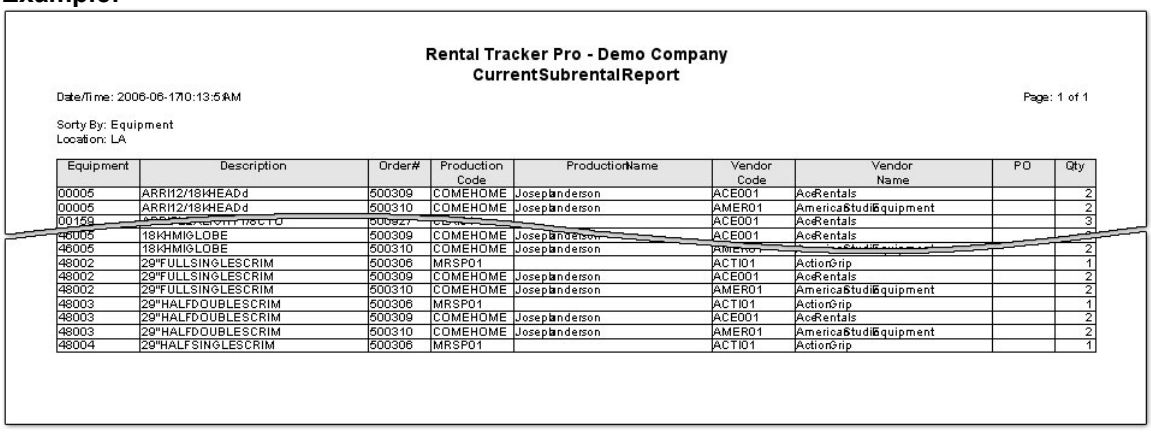
Production – Shows only the Sub rentals belonging to this given production. Leave this option blank to show Sub rentals from all productions.

Vendor – Select Subrental Vendor or leave it blank to print Sub rentals from all vendors for selected PO.

Equipment Range – You can limit the range of equipment displayed in this report by selecting begin and ending equipment code. Leave these blank to show all equipment.

Location – If you are using multi-location features, you can filter to show only the Sub rentals on the orders for the given location. Leave this option blank to show Sub rentals from all locations.

Example:



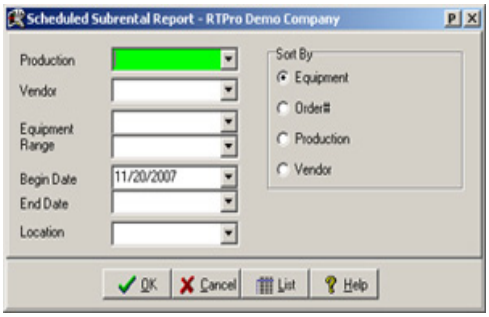
Rental Tracker Pro - Demo Company
Current Subrental Report

Date/Time: 2006-06-17 10:13:54 AM — Page: 1 of 1

Sorty By: Equipment
Location: LA

Equipment	Description	Order#	Production Code	Production Name	Vendor Code	Vendor Name	PO	Qty
00005	ARRI12/18KHEADd	500309	COMEHOME	Joseplanderson	ACE001	AceRentals		2
00005	ARRI12/18KHEADd	500310	COMEHOME	Joseplanderson	AMER01	AmericaStudioEquipment		2
00159	[illegible]	[illegible]	[illegible]	[illegible]	ACE001	AceRentals		3
46005	18KHMIGLOBE	500309	COMEHOME	Joseplanderson	ACE001	AceRentals		2
46005	18KHMIGLOBE	500310	COMEHOME	Joseplanderson	[illegible]	[illegible]		2
48002	29"FULLSINGLESCRIM	500306	MRSP01		ACTI01	Action3rip		1
48002	29"FULLSINGLESCRIM	500309	COMEHOME	Joseplanderson	ACE001	AceRentals		2
48002	29"FULLSINGLESCRIM	500310	COMEHOME	Joseplanderson	AMER01	AmericaStudioEquipment		2
48003	29"HALFDOUBLESCRIM	500306	MRSP01		ACTI01	Action3rip		1
48003	29"HALFDOUBLESCRIM	500309	COMEHOME	Joseplanderson	ACE001	AceRentals		2
48003	29"HALFDOUBLESCRIM	500310	COMEHOME	Joseplanderson	AMER01	AmericaStudioEquipment		2
48004	29"HALFSINGLESCRIM	500306	MRSP01		ACTI01	Action3rip		1

Scheduled Subrental Report



This report shows scheduled sub rentals for the future.

Note: You should specify the beginning date when filtering the report otherwise, an error will occur.

Options:

Production – Shows only the Sub rentals belonging to this given production. Leave this option blank to show Sub rentals from all productions.

Vendor – Select Subrental Vendor or leave it blank to print Sub rentals from all vendors for selected PO.

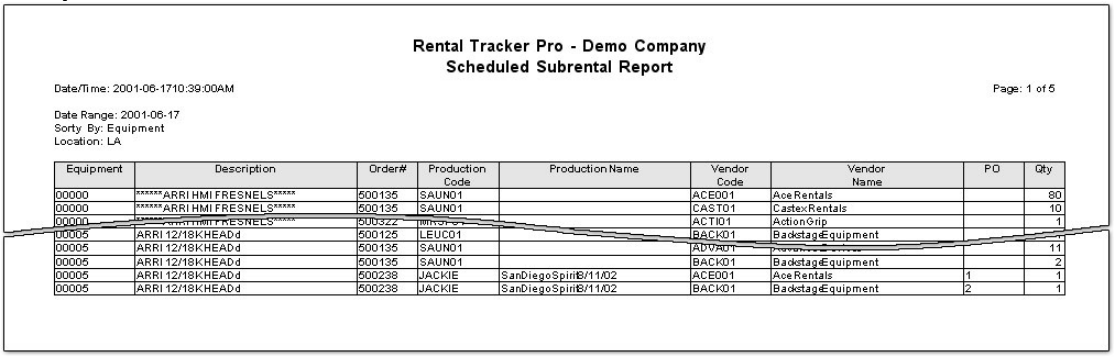
Equipment Range – You can limit the range of equipment displayed in this report by selecting begin and ending equipment code. Leave these blank to show all equipment.

Begin and End Date – You can use this option to filter results to show only sub rentals between specified date ranges.

Location – If you are using multi-location features, you can filter to show only the Sub rentals on the orders for the given location. Leave this option blank to show Sub rentals from all locations.

Sort By – The report can be sorted with by equipment, order number, production and vendor.

Example



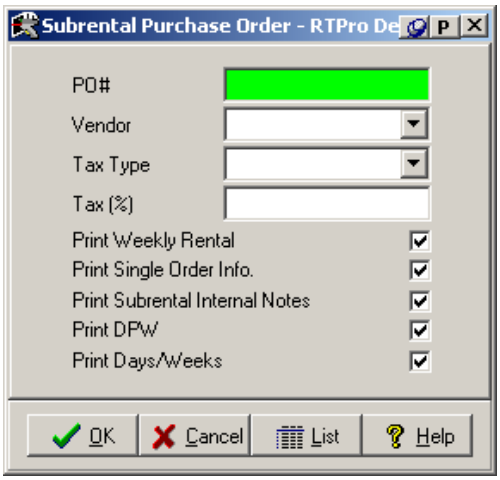
Rental Tracker Pro - Demo Company
Scheduled Subrental Report

Date/Time: 2001-06-1710:39:00AM Page: 1 of 5

Date Range: 2001-06-17
Sorty By: Equipment
Location: LA

Equipment	Description	Order#	Production Code	Production Name	Vendor Code	Vendor Name	PO	Qty
00000	******ARRI HMI FRESNELS*****	500135	SAUN01		ACE001	Ace Rentals		80
00000	******ARRI HMI FRESNELS*****	500135	SAUN01		CAST01	CastexRentals		10
00000	******ARRI HMI FRESNELS*****	500322	[illegible]		ACTI01	ActionGrip		1
00005	ARRI 12/18KHEADd	500125	LEUC01		BACK01	BackstageEquipment		[illegible]
00005	ARRI 12/18KHEADd	500135	SAUN01		ADVA01	[illegible]		11
00005	ARRI 12/18KHEADd	500135	SAUN01		BACK01	BackstageEquipment		2
00005	ARRI 12/18KHEADd	500238	JACKIE	SanDiegoSpirit8/11/02	ACE001	Ace Rentals	1	1
00005	ARRI 12/18KHEADd	500238	JACKIE	SanDiegoSpirit8/11/02	BACK01	BackstageEquipment	2	1

Purchase Order



From here, you may print out a Subrental purchase order. Enter a number from one of the purchase orders used during Subrental selection in the Rental Order Screen.

Options:

PO# – You must enter the PO# for this report to operate.

Vendor – Select Subrental Vendor or leave it blank to print Sub rentals from all vendors for selected PO.

Print Subrental Internal Notes – When it is checked, program prints the Sub rental Internal Notes on the Description column after the description.

Print Single Order Info. – When it is checked, program prints customer and Production title on the report sheet.

Example:

RTI Studios

12481 Tejas Court
Rancho Cucamonga, CA 91739
888-595-8041 Fax 888-595-8042

Purchase Order

PO#: 12 **PO Date#:** 12/27/2007
Contact Notes:
Vendor: PARAMOUNT - Paramount Pictures **Address:**
Phone:
Customer: HAUNTING - Haunting In Oregon
Billing Name: Cinebridge Productions **Shipping Name:** shipping name
Job Title: Subrentals

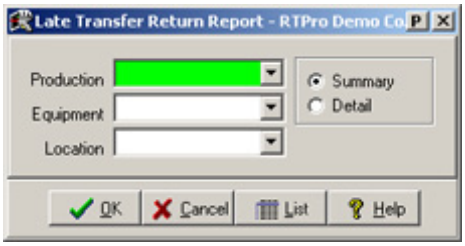
Order#	Equipment	Description	Begin Date	End Date	DPW	Days/ Weeks	Qty	Unit Price	Extended
221	14000	18K Alpha Head	12/27/2007	2/6/2008	0.80	6.00	2	$320.00	$3,072.00
221	1812FFPGBA	18K12K FF Powergem Ballast	12/27/2007	2/6/2008	0.80	6.00	3	$60.00	$864.00
221	1812KPOWFE	18K/12K/6K PowerFeeder	12/27/2007	2/6/2008	0.80	6.00	3		
221	14000-01	220V (F) Bates To (M) Camlock (18K/12K/6K)	12/27/2007	2/6/2008	0.80	6.00	3		
221	14000-02	18K Alpha Fresnel Lens	12/27/2007	2/6/2008	0.80	6.00	3		
221	14000-03	18K Alpha Clear Lens W/ Rim	12/27/2007	6/19/2008	0.80	26.00	3		
221	14000-04	18K/12K Fresnel 29" 5Pc Scrim Set W/Bag	12/27/2007	2/6/2008	0.80	6.00	3		
221	18HMIDEGB	18K HMI D.E. Globe	12/27/2007	2/6/2008	0.80	6.00	3	$25.00	$360.00
221	14000-05	18K Alpha Lens Protector(Circular)	12/27/2007	2/6/2008	0.80	6.00	3		
221	HEADEXT18	18K/12K.6K HMI 50' Head Ext.	12/27/2007	2/6/2008	0.80	6.00	6	$5.00	$144.00

Weekly Rental : $740.00 **Subtotal:** $4,440.00
Tax: $66.60 **Tax:** $399.60

========= =========
WeeklyTotal: $806.60 **Total:** $4,839.60

Late Transfer Return Report

When items are transferred from one location to another location, user creates an order in RTPro and transfers items to that order. If the items are supposed to return to the original location but they are not back yet, they will appear on this report. The report indicates the original location and the transferred location. Also prints information about the sales person, shipping and returning dates.



Options:

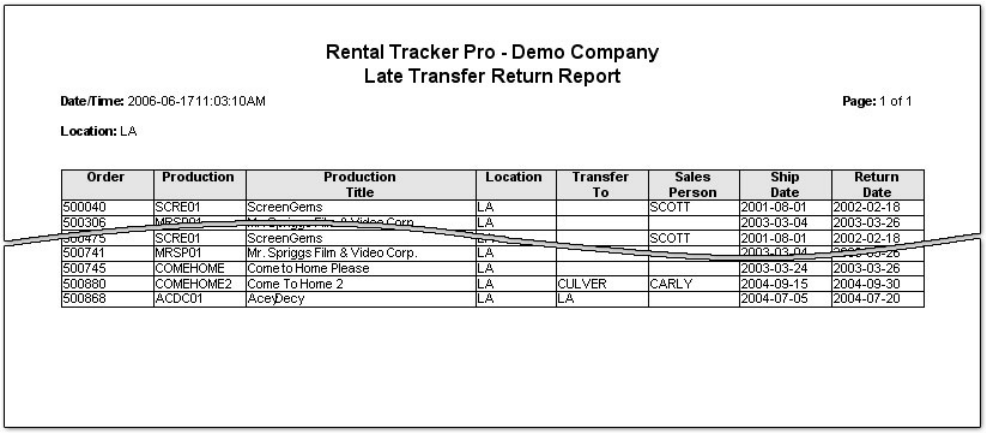
Production – Shows only the results for the selected production. Leave this option blank to show Sub rentals from all productions.

Equipment – You can limit results to show only selected equipment. Leave this blank to show all equipment.

Location – If you are using multi-location features, you can filter to show only results belonging to the selected location. Leave this option blank to show all locations.

Summary/ Detail – You may choose to print a summary or detail report using this option.

Example:



Rental Tracker Pro - Demo Company
Late Transfer Return Report

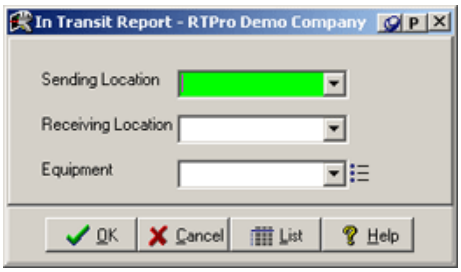
Date/Time: 2006-06-1711:03:10AM **Page:** 1 of 1

Location: LA

Order	Production	Production Title	Location	Transfer To	Sales Person	Ship Date	Return Date
500040	SCRE01	ScreenGems	LA		SCOTT	2001-08-01	2002-02-18
500306	MRSP01	Mr. Spriggs Film & Video Corp.	LA			2003-03-04	2003-03-26
500475	SCRE01	ScreenGems	LA		SCOTT	2001-08-01	2002-02-18
500741	MRSP01	Mr. Spriggs Film & Video Corp.	LA			2003-03-04	2003-03-26
500745	COMEHOME	Come to Home Please	LA			2003-03-24	2003-03-26
500880	COMEHOME2	Come To Home 2	LA	CULVER	CARLY	2004-09-15	2004-09-30
500868	ACDC01	AceyDecy	LA	LA		2004-07-05	2004-07-20

In Transit Report

This report displays transfer orders where the receiving location did not check-in the items yet. The report contains Sending and Receiving Location, Order number, Shipping Date, Main Equipment code, Equipment Code, Description and the Quantity.



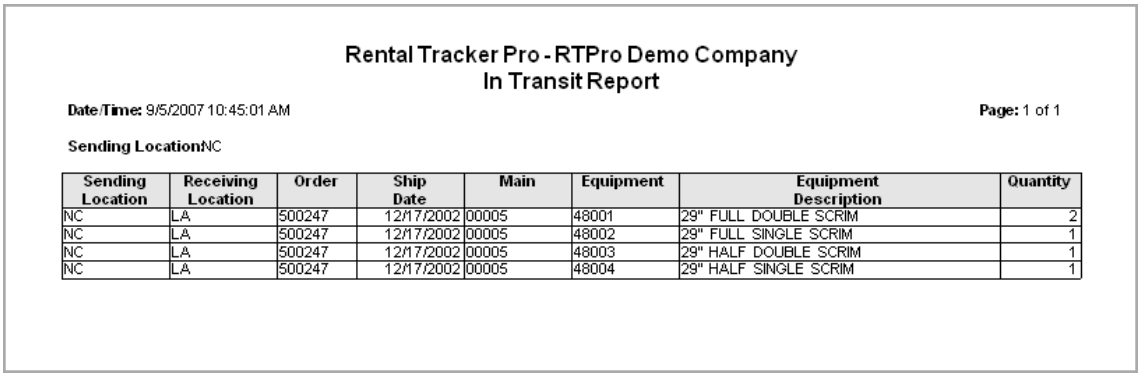
Options:

Sending Location – shows only the results of selected Sending Location. Leave this option blank to show all the original Locations.

Receiving Location – Shows only the results of selected Receiving Location. Leave this option blank to show all the destination locations.

First Equipment – The report can be filtered to print the requested equipment that is belonging to the orders. From a look up table that appears, you can choose the equipment that you want. You also can select multiple equipment. To do this, click on list icon in front of First Equipment and select each one you want to include in report.

Example:



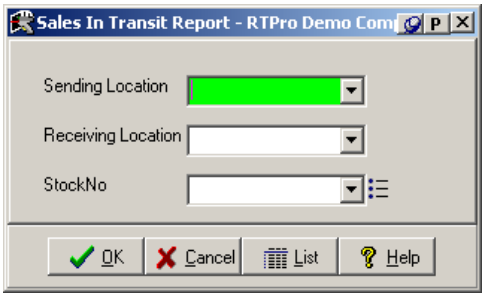
Rental Tracker Pro - RTPro Demo Company
In Transit Report

Date/Time: 9/5/2007 10:45:01 AM **Page:** 1 of 1

Sending Location: NC

Sending Location	Receiving Location	Order	Ship Date	Main	Equipment	Equipment Description	Quantity
NC	LA	500247	12/17/2002	00005	48001	29" FULL DOUBLE SCRIM	2
NC	LA	500247	12/17/2002	00005	48002	29" FULL SINGLE SCRIM	1
NC	LA	500247	12/17/2002	00005	48003	29" HALF DOUBLE SCRIM	1
NC	LA	500247	12/17/2002	00005	48004	29" HALF SINGLE SCRIM	1

Sales In Transit Report



This report displays transfer orders where the receiving location did not check-in the items yet. The report contains Sending and Receiving Location, Order number, Shipping Date, StockNo, StockNo Description and the Quantity.

Options:

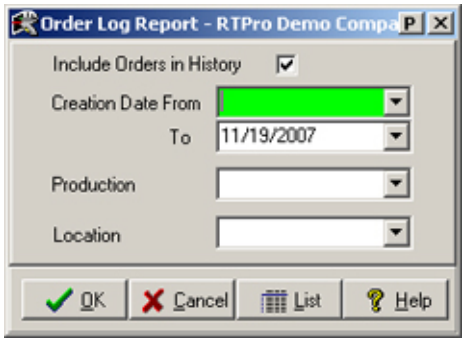
Sending Location – shows only the results of selected Sending Location. Leave this option blank to show all the original Locations.

Receiving Location – Shows only the results of selected Receiving Location. Leave this option blank to show all the destination locations.

StockNo – The report can be filtered to print the requested stock item that is belonging to the orders. From a look up table that appears, you can choose the stock that you want. You also can select multiple stockno. To do this, click on list icon in front of StockNo and select each one you want to include in report.

Management Reports

Order Log Report



This report prints a list of orders based on the criteria entered. It prints information such as Production and Contact information for the each order. The report's result can be filtered by create date range, production or location. You may also include orders that are moved to history.

Options:

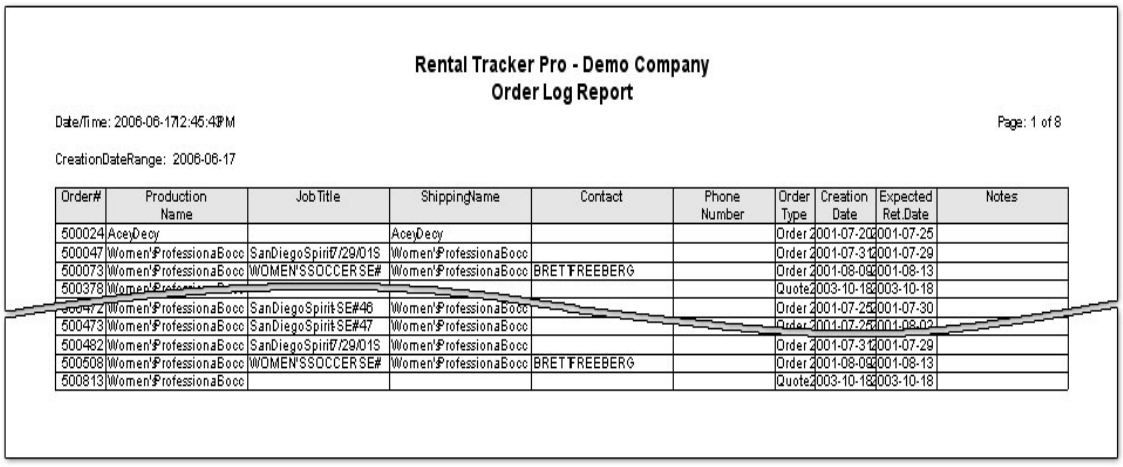
Include Orders in History – If checked, it will print both live and history orders. History orders are the orders that were moved to the History section of the program.

Order Creation Date Range – Filters the report to the orders created between the given date range. If begin date is blank, it will print all the orders created on or before the end date. If the end date is blank, it will print all the orders created on or after the begin date.

Production – Select the production to limit the report to only orders for this production. Leave this option blank to show Sub rentals from all productions.

Location – If you are using multi-location features, you can filter to show only the orders for the given location. Leave this option blank to show orders from all locations.

Example:



Rental Tracker Pro - Demo Company
Order Log Report

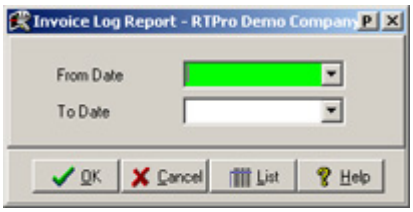
Date/Time: 2006-06-17 12:46:43 PM Page: 1 of 8

CreationDateRange: 2006-06-17

Order#	Production Name	Job Title	Shipping Name	Contact	Phone Number	Order Type	Creation Date	Expected Ret Date	Notes
500024	AceyDecy		AceyDecy			Order	2001-07-20	2001-07-25	
500047	Women'sProfessionaBocc	SanDiegoSpirit07/29/01S	Women'sProfessionaBocc			Order	2001-07-31	2001-07-29	
500073	Women'sProfessionaBocc	WOMEN'SSOCCERSE#	Women'sProfessionaBocc	BRETTFREEBERG		Order	2001-08-09	2001-08-13	
500378	Women'sProfessionaBocc					Quote	2003-10-18	2003-10-18	
500472	Women'sProfessionaBocc	SanDiegoSpirit-SE#46	Women'sProfessionaBocc			Order	2001-07-25	2001-07-30	
500473	Women'sProfessionaBocc	SanDiegoSpirit-SE#47	Women'sProfessionaBocc			Order	2001-07-25	2001-08-02	
500482	Women'sProfessionaBocc	SanDiegoSpirit07/29/01S	Women'sProfessionaBocc			Order	2001-07-31	2001-07-29	
500508	Women'sProfessionaBocc	WOMEN'SSOCCERSE#	Women'sProfessionaBocc	BRETTFREEBERG		Order	2001-08-09	2001-08-13	
500813	Women'sProfessionaBocc					Quote	2003-10-18	2003-10-18	

Invoice Log Report

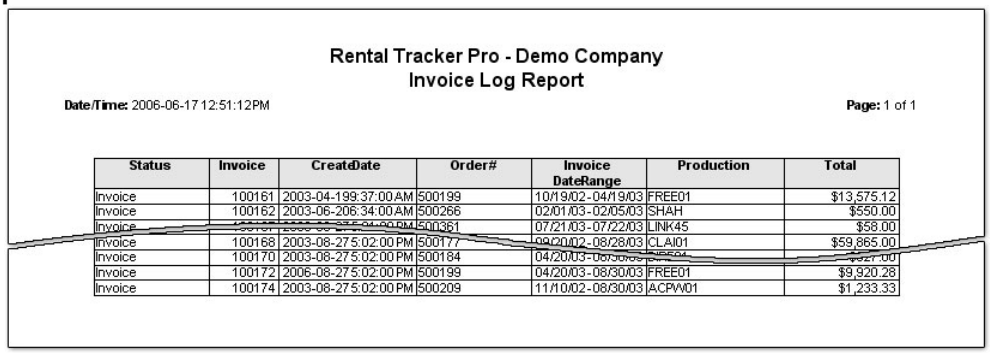
This report will list Invoice / Credit / Void. If an invoice is created from more than one order, only the first order from the Invoice header summary screen will display. If there is more than one order, the first order will print followed by ... However, the total price displayed includes all orders on the invoice.



Options:

Invoice Creation Date Range – Filters the report to the invoices created between the given date range. If begin date is blank, it will print all the invoices created on or before the end date. If the end date is blank, it will print all the invoices created on or after the begin date.

Example:



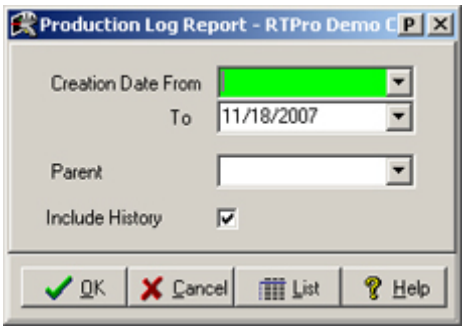
Rental Tracker Pro - Demo Company
Invoice Log Report

Date/Time: 2006-06-17 12:51:12 PM **Page:** 1 of 1

Status	Invoice	CreateDate	Order#	Invoice DateRange	Production	Total
Invoice	100161	2003-04-19 9:37:00 AM	500199	10/19/02 - 04/19/03	FREE01	$13,575.12
Invoice	100162	2003-06-20 6:34:00 AM	500266	02/01/03 - 02/05/03	SHAH	$550.00
Invoice			500361	07/21/03 - 07/22/03	LINK45	$58.00
Invoice	100168	2003-08-27 5:02:00 PM	500177	09/20/02 - 08/28/03	CLAI01	$59,865.00
Invoice	100170	2003-08-27 5:02:00 PM	500184	04/20/03 - 08/30/03		$927.00
Invoice	100172	2003-08-27 5:02:00 PM	500199	04/20/03 - 08/30/03	FREE01	$9,920.28
Invoice	100174	2003-08-27 5:02:00 PM	500209	11/10/02 - 08/30/03	ACPW01	$1,233.33

Production Log Report

This report prints an alphabetical listing of productions. It prints the expected wrap date, contact information, and creation date. You can filter the results by create date range or parent. You may also include productions that are moved to history.



Options:

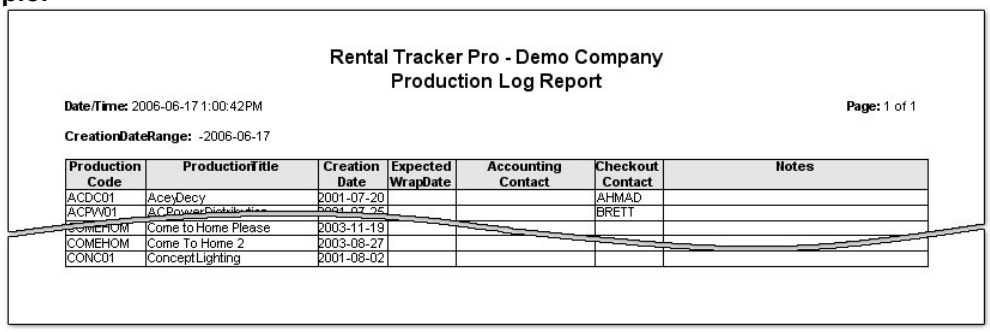
Production Creation Date Range – Filters the report to the productions created between the given date range. If begin date is blank, it will print all the productions created on or before the end date. If the end date is blank, it will

print all the productions created on or after the begin date.

Parent – Select the parent to limit the report to only productions for this selected parent. Leave this option blank to show purchase productions from all parents.

Include History – If checked, it will print both live and history productions. History productions are the productions that moved to the History section of the program.

Example:



Rental Tracker Pro - Demo Company
Production Log Report

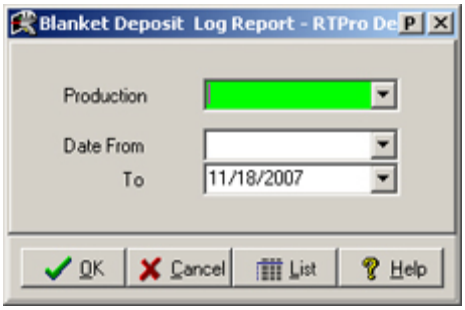
Date/Time: 2006-06-17 1:00:42PM **Page:** 1 of 1

CreationDateRange: -2006-06-17

Production Code	ProductionTitle	Creation Date	Expected WrapDate	Accounting Contact	Checkout Contact	Notes
ACDC01	AceyDecy	2001-07-20			AHMAD	
ACPW01	ACPowerDistribution	2001-07-25			BRETT	
COMEHOM	Come to Home Please	2003-11-19				
COMEHOM	Come To Home 2	2003-08-27				
CONC01	ConceptLighting	2001-08-02				

Blanket Deposit Log Report

The purpose of this report is to print a list of security deposits. Security deposits are pulled from the production. Filter the deposit report per production or by the particular date interval.

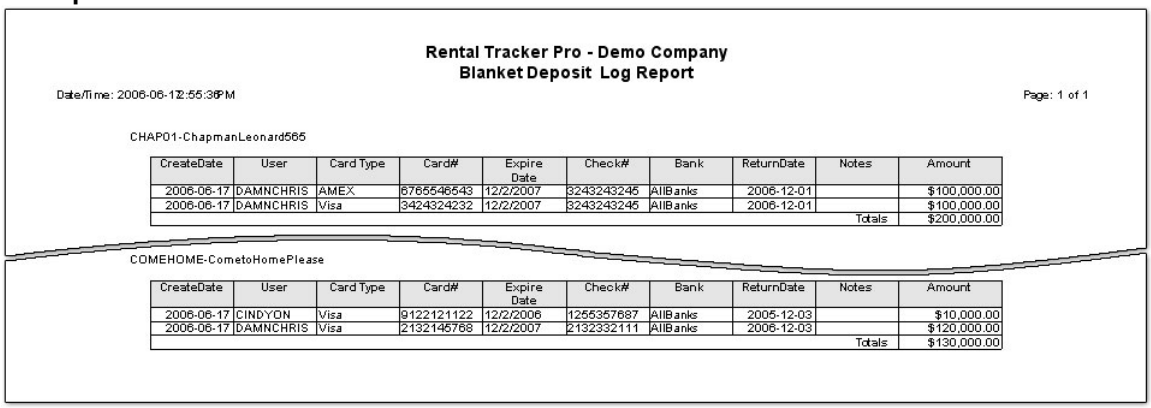


Options:

Production – If the Production is blank, then the system will consider all productions.

Date Range – Deposit creation date.

Example:



Rental Tracker Pro - Demo Company
Blanket Deposit Log Report

Date/Time: 2006-06-17 2:55:36PM Page: 1 of 1

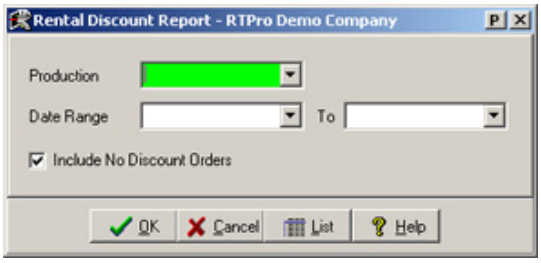
CHAP01-ChapmanLeonard565

CreateDate	User	Card Type	Card#	Expire Date	Check#	Bank	ReturnDate	Notes	Amount
2006-06-17	DAMNCHRIS	AMEX	6765546543	12/2/2007	3243243245	AllBanks	2006-12-01		$100,000.00
2006-06-17	DAMNCHRIS	Visa	3424324232	12/2/2007	3243243245	AllBanks	2006-12-01		$100,000.00
								Totals	$200,000.00

COMEHOME-CometoHomePlease

CreateDate	User	Card Type	Card#	Expire Date	Check#	Bank	ReturnDate	Notes	Amount
2006-06-17	CINDYON	Visa	9122121122	12/2/2006	1255357687	AllBanks	2005-12-03		$10,000.00
2006-06-17	DAMNCHRIS	Visa	2132145768	12/2/2007	2132332111	AllBanks	2006-12-03		$120,000.00
								Totals	$130,000.00

Rental Discount Report



This report prints discounts applied to productions. It prints order number, production, price information and calculated discount. You may filter results to include discounts applied to productions in specified range or a single production.

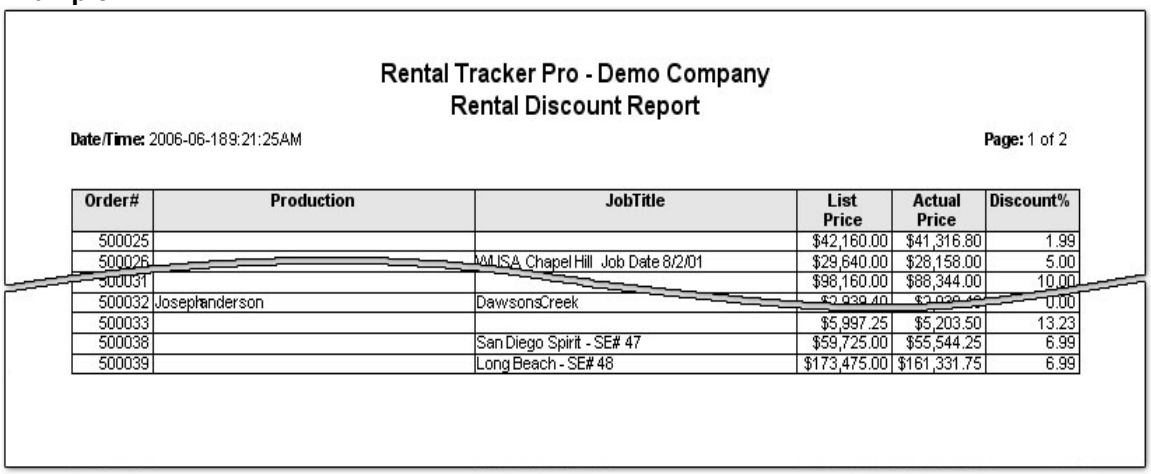
Options:

Production – If the Production is blank, then the system will consider all productions.

Date Range – Deposit creation date.

Include No Discount Orders – By checking this box, orders with no calculated discount will be included in the report.

Example:

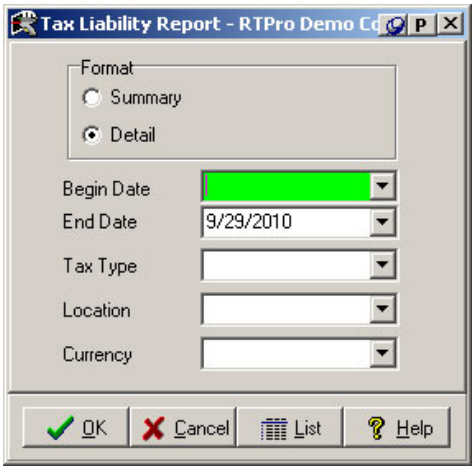


Rental Tracker Pro - Demo Company
Rental Discount Report

Date/Time: 2006-06-189:21:25AM **Page:** 1 of 2

Order#	Production	JobTitle	List Price	Actual Price	Discount%
500025			$42,160.00	$41,316.80	1.99
500026		AMISA Chapel Hill Job Date 8/2/01	$29,640.00	$28,158.00	5.00
500031			$98,160.00	$88,344.00	10.00
500032	Josephanderson	DawsonsCreek	[illegible]	[illegible]	0.00
500033			$5,997.25	$5,203.50	13.23
500038		San Diego Spirit - SE# 47	$59,725.00	$55,544.25	6.99
500039		Long Beach - SE# 48	$173,475.00	$161,331.75	6.99

Tax Liability Report Rental/Sales Rate Break Down



A report listing the taxes collected are broken down by the Rental and Sales Rate. The information on this report is gathered from the confirmed invoices. It can be filtered based on the criteria entered. This report contains rental and sales tax information. It also prints a total amount of taxes, whether rentals or sales.

Options:

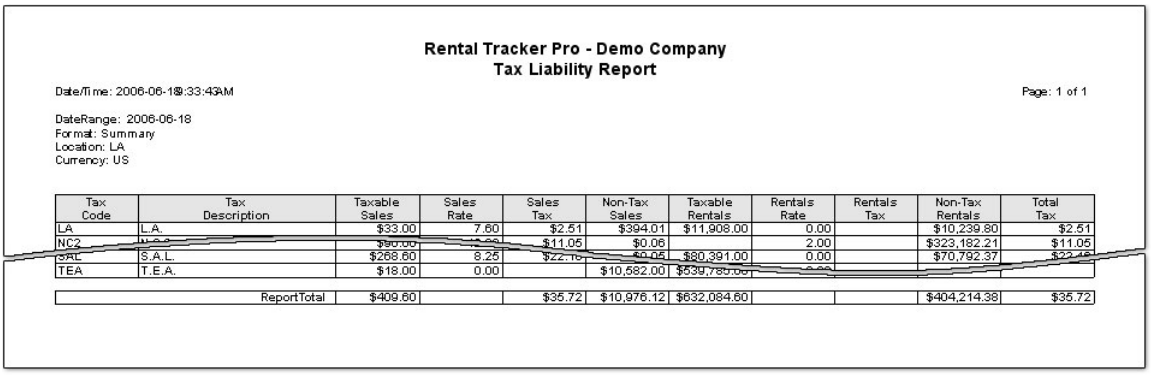
Format – Summary prints one summary line for each tax type. Detail prints one row for each invoice.

Date Range – Filters the report to the invoices created between the given date range. If begin date is blank, it will print all the invoices created on or before the end date. If the end date is blank, it will print all the invoices created on or after the begin date.

Location – If you are using the multi-location feature, you can filter to show only the orders for the given location. Leave this option blank to show orders from all locations.

Currency – If you are using the multi-currency feature, you can also select prices that use the different currencies to print.

Example:



Rental Tracker Pro - Demo Company
Tax Liability Report

Date/Time: 2006-06-18 9:33:43AM

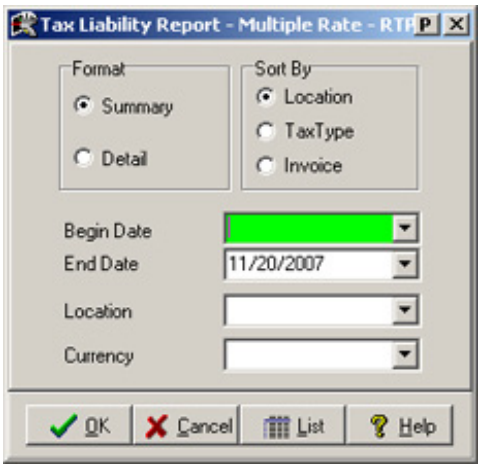
Page: 1 of 1

DateRange: 2006-06-18
Format: Summary
Location: LA
Currency: US

Tax Code	Tax Description	Taxable Sales	Sales Rate	Sales Tax	Non-Tax Sales	Taxable Rentals	Rentals Rate	Rentals Tax	Non-Tax Rentals	Total Tax
LA	L.A.	$33.00	7.60	$2.51	$394.01	$11,908.00	0.00		$10,239.80	$2.51
NC2	[illegible]	[illegible]	[illegible]	$11.05	$0.06		2.00		$323,182.21	$11.05
SAL	S.A.L.	$268.60	8.25	$22.16	$0.05	$80,391.00	0.00		$70,792.37	$22.16
TEA	T.E.A.	$18.00	0.00		$10,582.00	$539,785.60				
	ReportTotal	$409.60		$35.72	$10,976.12	$632,084.60			$404,214.38	$35.72

Tax Liability Report Tax1/Tax2 Rate Break Down

A report listing the taxes collected are broken down by Tax rates. The information on this report is gathered from the confirmed invoices.



Options:

Format – Summary prints one summary line for each tax type. Detail prints one row for each invoice.

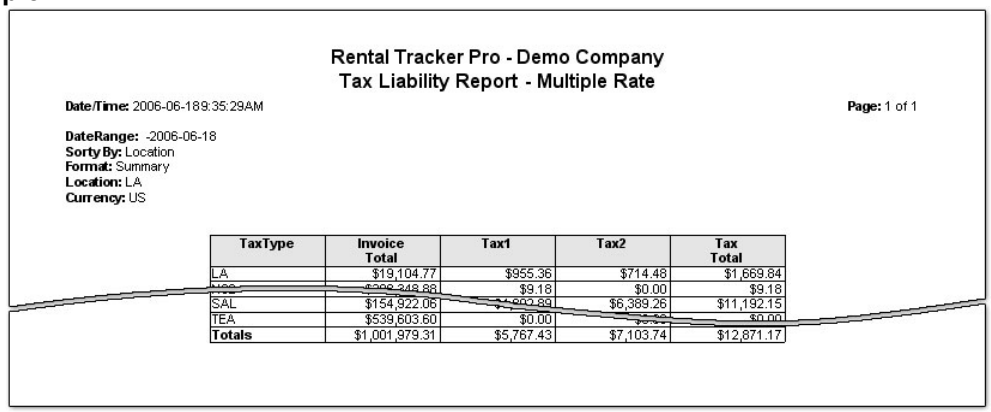
Sort By – Specifies the sorting order of the records on the report. You can sort the report by Location / Tax Type / Invoice, if detail format is selected.

Date Range – Filters the report to the invoices created between the given date range. If begin date is blank, it will print all the invoices created on or before the end date. If the end date is blank, it will print all the invoices created on or after the begin date.

Location – If you are using the multi-location feature, you can filter to show only the orders for the given location. Leave this option blank to show orders from all locations.

Currency – If you are using the multi-currency feature, you can also select prices that use the different currencies to print.

Example:



Rental Tracker Pro - Demo Company
Tax Liability Report - Multiple Rate

Date/Time: 2006-06-18 9:35:29AM

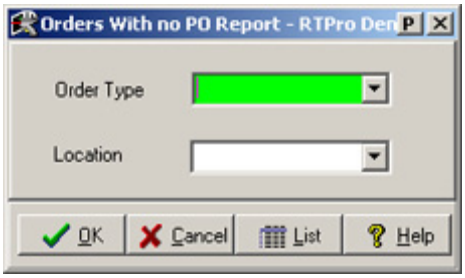
Page: 1 of 1

DateRange: -2006-06-18
Sorty By: Location
Format: Summary
Location: LA
Currency: US

TaxType	Invoice Total	Tax1	Tax2	Tax Total
LA	$19,104.77	$955.36	$714.48	$1,669.84
[illegible]	[illegible]	$9.18	$0.00	$9.18
SAL	$154,922.06	[illegible]	$6,389.26	$11,192.15
TEA	$539,603.60	$0.00	[illegible]	$0.00
Totals	$1,001,979.31	$5,767.43	$7,103.74	$12,871.17

Orders with No Purchase Order

When defining a production you can force all orders for that production to have a purchase order. Using this report, you can find orders that require purchase orders but the purchase order was not entered. You may filter results to show only one type of order or if you are using the multi location feature of application, filter results for a single location. The report prints the production name, order number, creation date and contact information.

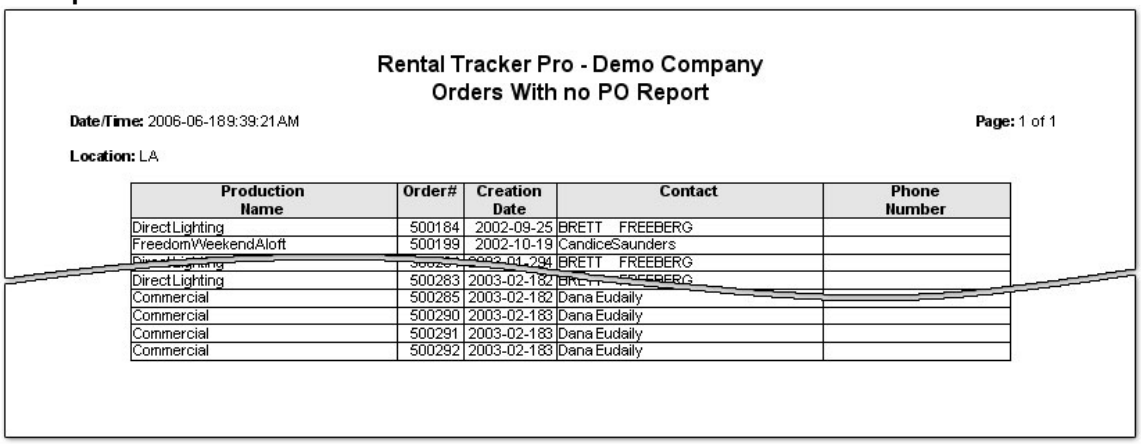


Options:

Order Type – Filters the report to any of the following order types Quote / Reservation / Order / Cancelled. Leave this option blank to print all orders regardless of their order types.

Location – If you are using the multi-location feature, you can filter to show only the orders for the given location. Leave this option blank to show orders from all locations.

Example:



Rental Tracker Pro - Demo Company
Orders With no PO Report

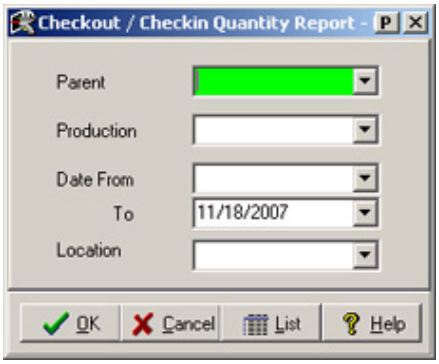
Date/Time: 2006-06-189:39:21AM **Page:** 1 of 1

Location: LA

Production Name	Order#	Creation Date	Contact	Phone Number
DirectLighting	500184	2002-09-25	BRETT FREEBERG	
FreedomWeekendAloft	500199	2002-10-19	CandiceSaunders	
[illegible]	[illegible]	[illegible]	BRETT FREEBERG	
DirectLighting	500283	2003-02-182	BRETT FREEBERG	
Commercial	500285	2003-02-182	Dana Eudaily	
Commercial	500290	2003-02-183	Dana Eudaily	
Commercial	500291	2003-02-183	Dana Eudaily	
Commercial	500292	2003-02-183	Dana Eudaily	

Checkout / Check-in Quantity Report

This report will print the quantity of items that are checked in/out based on the criteria entered. System manager can use this report to detect the amount of activity in the office(s).



Options:

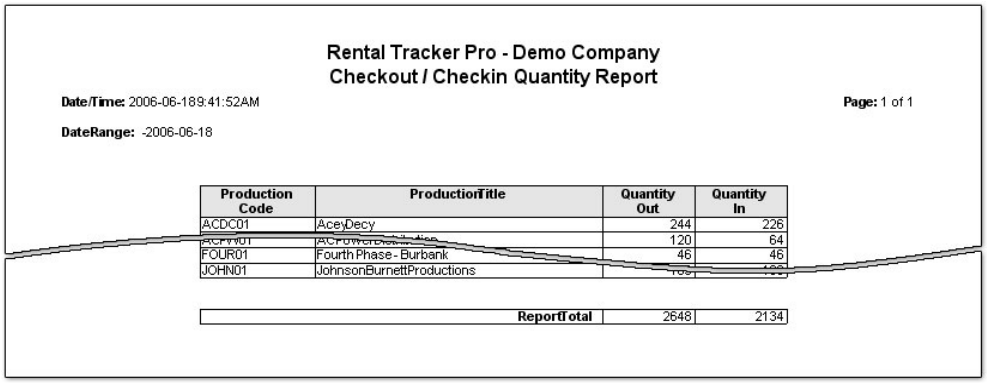
Parent – Select the parent to limit the report to only productions for this selected parent. Leave this option blank to show purchase productions from all parents.

Production – Select the production to limit the report to only orders for this production. Leave this option blank to show all productions.

Date Range – Filters the Checkout/Check-in transactions performed between the given date range. If begin date is blank, it will include all the transactions performed on or before the end date. If the end date is blank, it will include all the transactions performed on or after the begin date.

Location – If you are using the multi-location feature, you can filter to show only the orders for the given location. Leave this option blank to show orders from all locations.

Example:



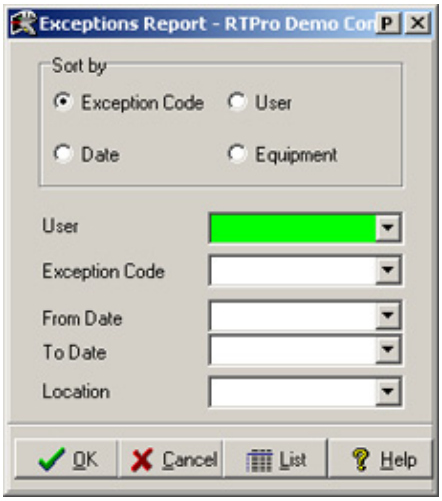
Rental Tracker Pro - Demo Company
Checkout / Checkin Quantity Report

Date/Time: 2006-06-18 9:41:52AM **Page:** 1 of 1

DateRange: -2006-06-18

Production Code	ProductionTitle	Quantity Out	Quantity In
ACDC01	AceyDecy	244	226
[illegible]	[illegible]	120	64
FOUR01	Fourth Phase - Burbank	46	46
JOHN01	JohnsonBurnettProductions	[illegible]	[illegible]
	ReportTotal	2648	2134

Exceptions Report



Within Rental Tracker Pro, certain questionable day to day transaction records are tracked. These types of transactions are written to a file to retrieve for reference. RTPro refers to these transactions as Exceptions. The most typical Exceptions are those operations that involve removal of data such as voids, cancellations and deletions. An example of an exception is canceling items off an order. Because they are canceled, they no longer show on the order detail. If for any reason you needed to see which items were canceled and who canceled them, you could refer to the Exceptions Report.

Options:

Sort By – Specifies the sorting order of the records on the report. You can sort the report by Exception Code / User / Date or Equipment.

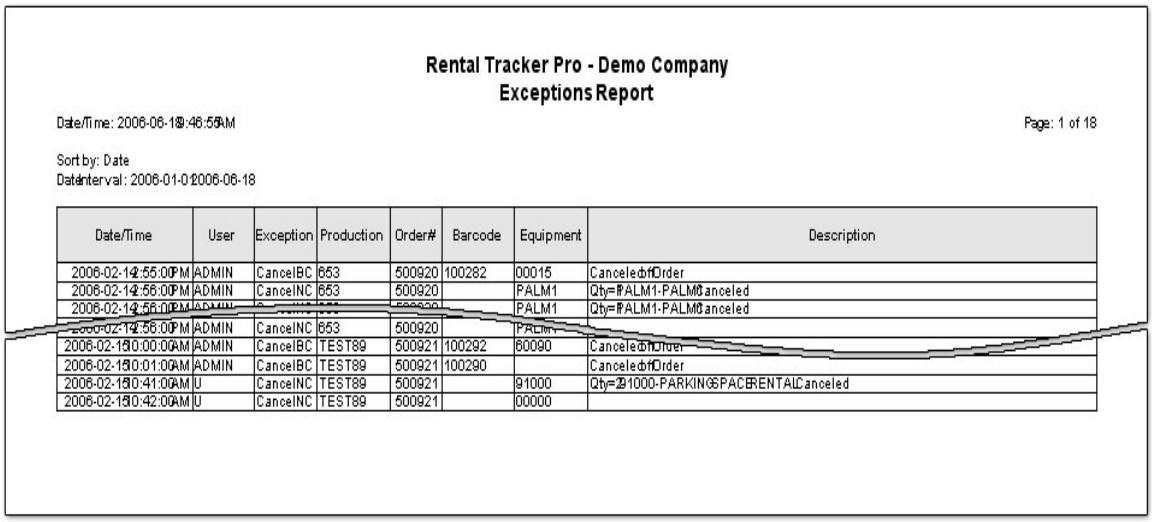
User – If you are looking for exceptions created by a specific user, enter the user code in here, or leave this option blank to show exceptions for all users.

Exception code – If you are looking for exceptions created by a specific exception code, enter the code in here, or leave this option blank to show all type of exceptions. The lookup list shows all the exception currently recorded in the system.

Date Range – Filters the report to the exceptions occurred between the given date range. If begin date is blank, it will print all the exceptions occurred on or before the end date. If the end date is blank, it will print all the exceptions occurred on or after the begin date.

Location – If you are using the multi-location feature, you can filter to show only the exceptions for the given location. Leave this option blank to show all exceptions.

Example:



Rental Tracker Pro - Demo Company
Exceptions Report

Date/Time: 2006-06-18 9:46:55 AM Page: 1 of 18

Sort by: Date
Date Interval: 2006-01-01 2006-06-18

Date/Time	User	Exception	Production	Order#	Barcode	Equipment	Description
2006-02-14 2:55:00 PM	ADMIN	CancelBC	653	500920	100282	00015	Canceled Order
2006-02-14 2:56:00 PM	ADMIN	CancelNC	653	500920		PALM1	Qty=1 PALM1-PALM Canceled
2006-02-14 2:56:00 PM	ADMIN					PALM1	Qty=1 PALM1-PALM Canceled
2006-02-14 2:56:00 PM	ADMIN	CancelNC	653	500920		PALM1	
2006-02-15 10:00:00 AM	ADMIN	CancelBC	TEST89	500921	100292	60090	Canceled Order
2006-02-15 10:01:00 AM	ADMIN	CancelBC	TEST89	500921	100290		Canceled Order
2006-02-15 10:41:00 AM	U	CancelNC	TEST89	500921		91000	Qty=2 91000-PARKING SPACE RENTAL Canceled
2006-02-15 10:42:00 AM	U	CancelNC	TEST89	500921		00000	

User Login History

When users log in or log out of the system, RTPro keeps a history with user code, date and time of the login and logout. You can print this report that lists the history of user's logins.

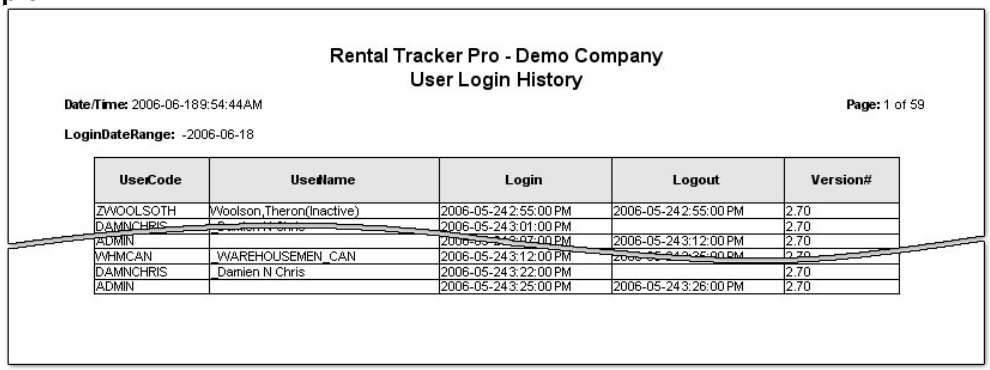
Options:

User – Enter the user code in here to get the login history for this specific user, or leave this option blank to show login history for all users.

Date Range – Filters the report to the logins that occurred between the given date range. If begin date is blank, it will print all the logins occurred on or before the end date. If the end date is blank, it will print all the logins occurred on or after the begin date.

Location – If you are using the multi-location feature, you can filter to show only the logins for the given location. Leave this option blank to show logins across all locations.

Example:



Rental Tracker Pro - Demo Company
User Login History

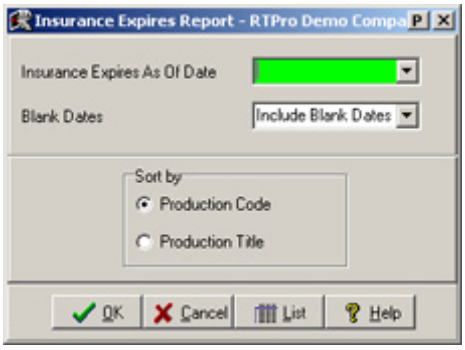
Date/Time: 2006-06-18 9:54:44 AM **Page:** 1 of 59

LoginDateRange: -2006-06-18

UserCode	UserName	Login	Logout	Version#
ZWOOLSOTH	Woolson,Theron(Inactive)	2006-05-24 2:55:00 PM	2006-05-24 2:55:00 PM	2.70
DAMNCHRIS		2006-05-24 3:01:00 PM		2.70
ADMIN		2006-05-24 3:07:00 PM	2006-05-24 3:12:00 PM	2.70
WHMCAN	_WAREHOUSEMEN_CAN	2006-05-24 3:12:00 PM		2.70
DAMNCHRIS	_Damien N Chris	2006-05-24 3:22:00 PM		2.70
ADMIN		2006-05-24 3:25:00 PM	2006-05-24 3:26:00 PM	2.70

Insurance Expires Report

Use this report to determine the insurance status for each production. On the Production Information Screen, Rental Tracker stores insurance information. This report lists the insurance information for each production, including the expiration date, insurance company and policy number. Depending on the criteria chosen, you can use this report to determine those productions that have no insurance information on file or those with policies that have expired.



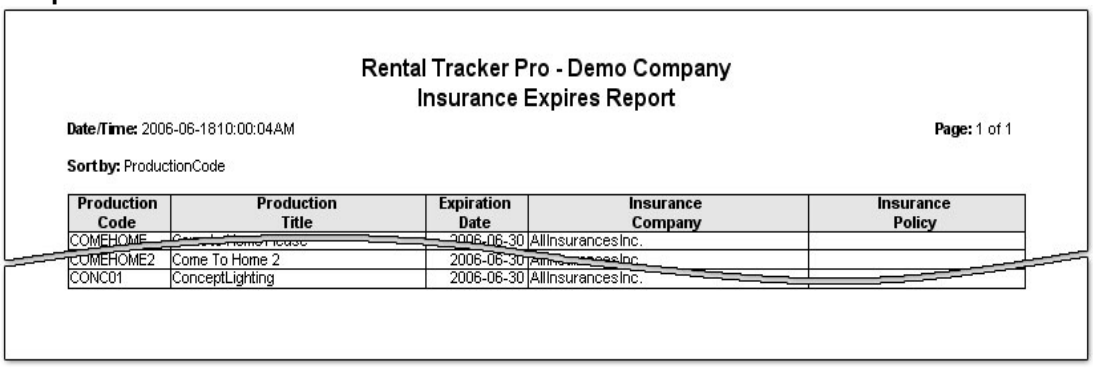
Options:

Insurance Expires As of Date – If a date is entered, any insurance that expires on or before this date will be included in the report.

Blank Dates – Include Blank Dates / Exclude Blank Dates / Blank date only.

Sort By – Specifies the sorting order of the records on the report. You can sort the report by Production Code / Production Title.

Example:



Rental Tracker Pro - Demo Company
Insurance Expires Report

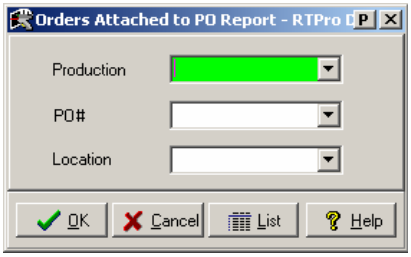
Date/Time: 2006-06-1810:00:04AM **Page:** 1 of 1

Sort by: ProductionCode

Production Code	Production Title	Expiration Date	Insurance Company	Insurance Policy
COMEHOME	[illegible]	2006-06-30	AllInsurancesInc.	
COMEHOME2	Come To Home 2	2006-06-30	[illegible]	
CONC01	ConceptLighting	2006-06-30	AllInsurancesInc.	

Orders Attached to a Purchase Order

Use this report to determine what orders have a purchase order assigned to them. If a Production has given you the same purchase order number for more than one order, all of the orders linked to that P.O. would display. The report contains order number, creation date, the status of order and contact information.



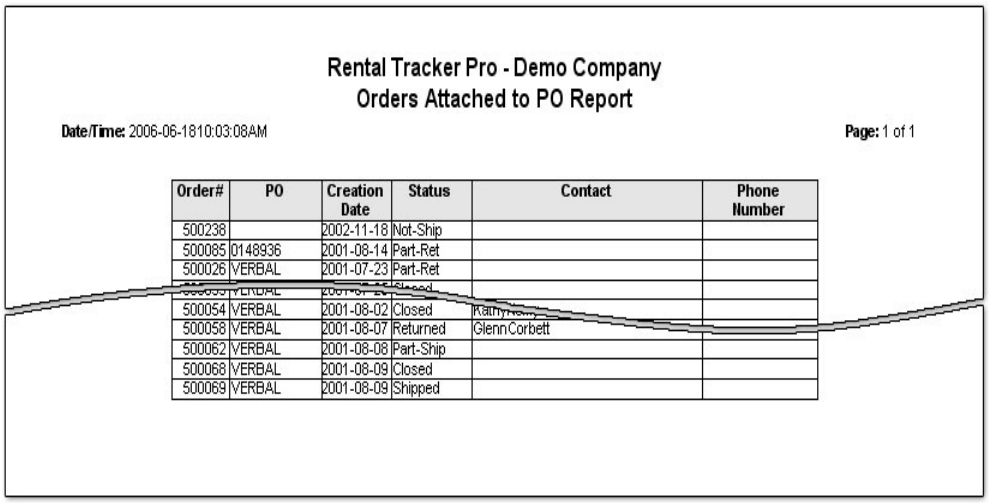
Options:

Production – Select a production to limit report to show only purchase orders for that production. Leave this option blank to show purchase orders from all productions.

PO# – If you enter a PO #, the report prints only those POs. Leave this option blank to get a listing of all Purchase Orders.

Location – If you are using the multi-location feature, you can filter to show only the orders for the given location. Leave this option blank to show orders from all locations.

Example:



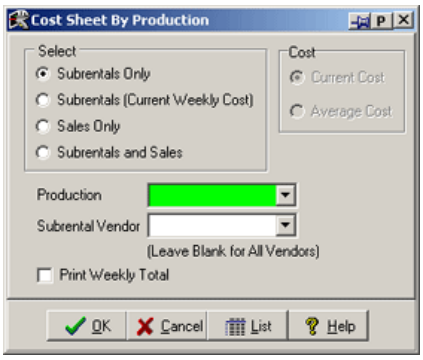
Rental Tracker Pro - Demo Company
Orders Attached to PO Report

Date/Time: 2006-06-1810:03:08AM **Page:** 1 of 1

Order#	PO	Creation Date	Status	Contact	Phone Number
500238		2002-11-18	Not-Ship		
500085	0148936	2001-08-14	Part-Ret		
500026	VERBAL	2001-07-23	Part-Ret		
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
500054	VERBAL	2001-08-02	Closed	[illegible]	
500058	VERBAL	2001-08-07	Returned	Glenn Corbett	
500062	VERBAL	2001-08-08	Part-Ship		
500068	VERBAL	2001-08-09	Closed		
500069	VERBAL	2001-08-09	Shipped		

Cost Sheet By Production

The purpose of this report is to print the cost sheet for both sales and subrentals items across the entire production. You can choose to print Subrentals Only, Subrentals for Current Weekly Cost, Sales Only or Subrentals and Sales. If you choose to print sold items you have option to print Current Costs or Average cost.



Options:

Production – Select a production to see the cost breakdown across the entire production. Production field cannot be blank.

Sub rental Vendor – Select a vendor to print equipment purchased from the specified vendor.

Example:

RTPro Demo Company

Rental Tracker, Inc.
12481 Tejas Court
Rancho Cucamonga, CA 91739
(888) 595-8041 Fax (909) 522-4570
http://www.rentaltracker.com

Cost Sheet

Date: 5/5/2008 **Time:** 12:09:37 PM **Page:** 1 of 2

Order#: Multiple
Production: 60SEC **CHAOS PROD/ 60 SEC - 60 SEC**

Billing Address: CHAOS PROD/ 60 SEC
1817 STAFORD ST
2ND FLOOR
SANTA MONICA, CA 90404
USA

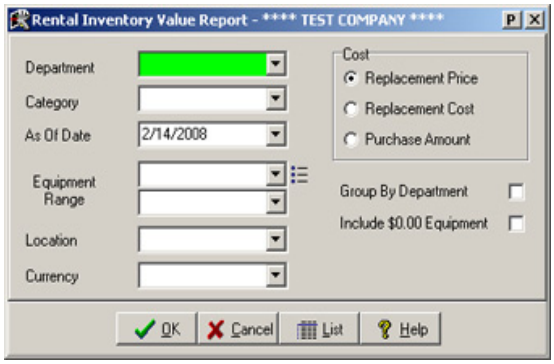
Shipping:

Phone: 310-453-3555 **Fax:** 310-453-3444

Order#	Equipment	Descrip.	Qty	Vendor	Vendor Cost	Total Cost	Cust. Price	Total Price
312832	0-500O	0-500Oximeter	3	HULL ANESTHESIA	$27.50	$82.50	$27.50	$82.50
312832	02TANKCART	02 Tank Rolling Cart	4	HULL ANESTHESIA	$38.50	$154.00	$38.50	$154.00
312832	1/4CONVMIR	QuarterConvexMirror	1	HULL ANESTHESIA	$11.00	$11.00	$11.00	$11.00
					Totals	$247.50		$247.50

Rental Inventory Value Report

This report prints a value of all rental inventory items on file. It will print total quantity and total value for each included type of equipment. The value comes from the purchase price of the individual items. If an item does not have a purchase price, the replacement cost from the equipment code is used.



Options:

Department – Shows only the equipment belonging to this Department. Leave this blank to show items from all departments.

Category – Shows only the equipment belonging to this Category. Leave this blank to show items from all categories.

As of Date – You can choose today or any date in the past to get the value of your inventory for it.

Equipment Range - You can limit the range of equipment displayed in this report by selecting the beginning and ending equipment code. Leave these blank to show all equipment.

Location – If you are using the multi-location feature, you can filter the report to a specific location.

Currency – If you are using the multi-currency feature, you can select the currency to print the value of the inventory for that currency only.

Replacement Price – If the Replacement Price is selected, the Replacement Price in evaluating the value of inventory will multiply the Quantity on Hand.

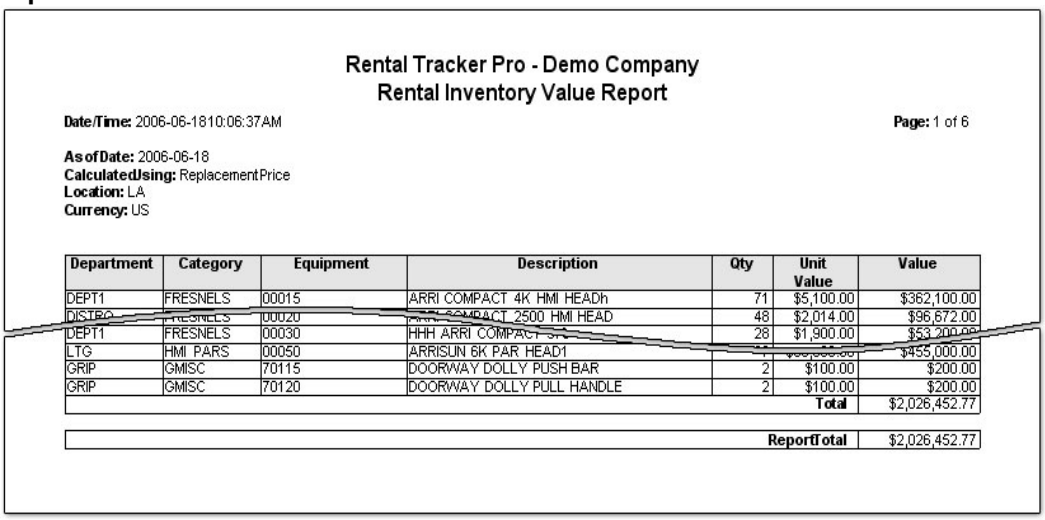
Replacement Cost – If the Replacement Cost is selected, the Replacement Cost in evaluating the value of inventory will multiply the Quantity on Hand.

Purchase Amount – If the Purchase Amount is selected, the Purchase Amount in evaluating the value of inventory will multiply the Quantity on Hand.

Group by Department – You can group the report results by department using this check box.

Include $0.00 Equipment - This option will list equipment with no inventory items on file.

Example:



Rental Tracker Pro - Demo Company
Rental Inventory Value Report

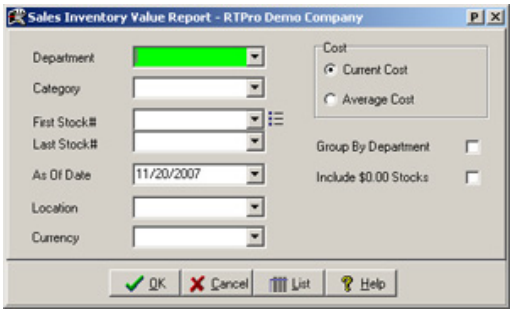
Date/Time: 2006-06-1810:06:37AM **Page:** 1 of 6

As of Date: 2006-06-18
Calculated Using: Replacement Price
Location: LA
Currency: US

Department	Category	Equipment	Description	Qty	Unit Value	Value
DEPT1	FRESNELS	00015	ARRI COMPACT 4K HMI HEADh	71	$5,100.00	$362,100.00
DISTRO	FRESNELS	00020	ARRI COMPACT 2500 HMI HEAD	48	$2,014.00	$96,672.00
DEPT1	FRESNELS	00030	HHH ARRI COMPACT 5K	28	$1,900.00	$53,200.00
LTG	HMI PARS	00050	ARRISUN 6K PAR HEAD1	1	$455,000.00	$455,000.00
GRIP	GMISC	70115	DOORWAY DOLLY PUSH BAR	2	$100.00	$200.00
GRIP	GMISC	70120	DOORWAY DOLLY PULL HANDLE	2	$100.00	$200.00
					Total	$2,026,452.77
					ReportTotal	$2,026,452.77

Sales Inventory Value Report

This report prints all sales inventory values for items on hand. For each Stock Number that falls within the selected criteria, the total quantity and the total value is displayed. The value displayed is in one of two ways, either by current cost or by average cost. The option to include $0.00 Stock will also list Stock #s with no sales inventory items on hand.



Options:

Department – Shows only the stock belonging to this Department. Leave this blank to show items from all departments.

Category – Shows only the stock belonging to this Category. Leave this blank to show items from all categories.

As of Date – You can choose today or any date in the past to get the value of your inventory for it.

Stock# Range – You can limit the range of stock displayed in this report by selecting begin and ending stock. Leave these blank to show all stock. You also can select multiple stock numbers. To do this, click on list icon in front of First Stock number and select each one you want to include in report.

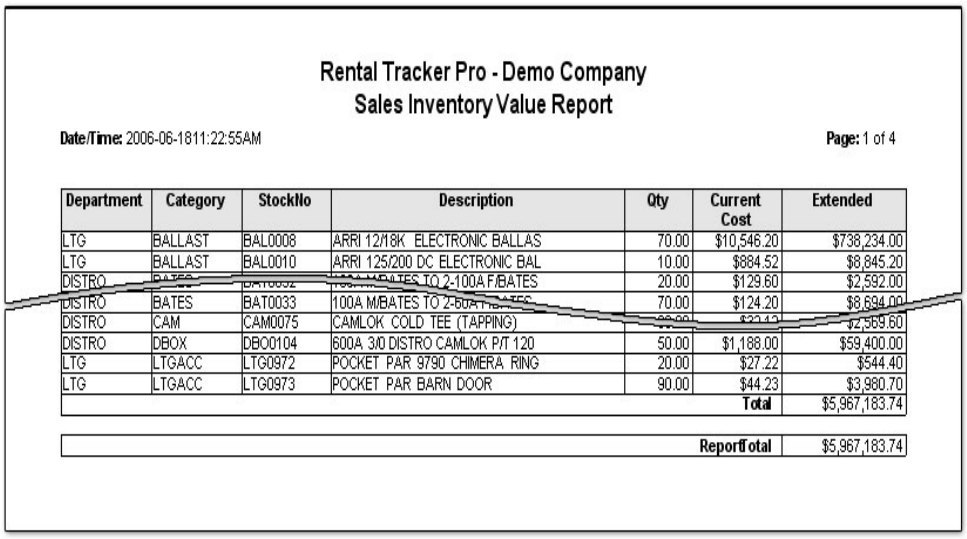
Location – If you are using the multi-location feature, you can filter the report to a specific location.

Currency – If you are using the multi-currency feature, you can select the currency to print the value of the inventory for that currency only.

Current Cost / Average Cost – If Current Cost is selected, the Current Cost in evaluating the value of the inventory will multiply the Quantity on Hand. If Average Cost is selected, the Average Cost in evaluating the value of the inventory will multiply the Quantity on Hand.

Group by Department – You can group the report results by department using this check box.

Example:



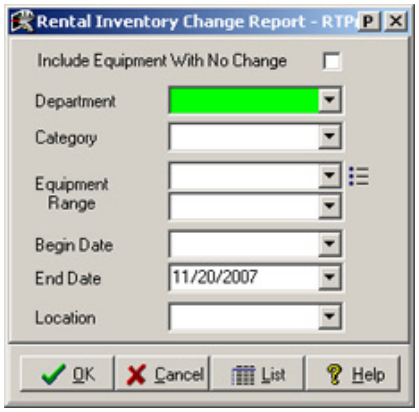
Rental Tracker Pro - Demo Company
Sales Inventory Value Report

Date/Time: 2006-06-1811:22:55AM **Page:** 1 of 4

Department	Category	StockNo	Description	Qty	Current Cost	Extended
LTG	BALLAST	BAL0008	ARRI 12/18K ELECTRONIC BALLAS	70.00	$10,546.20	$738,234.00
LTG	BALLAST	BAL0010	ARRI 125/200 DC ELECTRONIC BAL	10.00	$884.52	$8,845.20
DISTRO	BATES	BAT0032	100A M/BATES TO 2-100A F/BATES	20.00	$129.60	$2,592.00
DISTRO	BATES	BAT0033	100A M/BATES TO 2-60A F/BATES	70.00	$124.20	$8,694.00
DISTRO	CAM	CAM0075	CAMLOK COLD TEE (TAPPING)	70.00	$32.13	$2,569.60
DISTRO	DBOX	DBO0104	600A 3/0 DISTRO CAMLOK P/T 120	50.00	$1,188.00	$59,400.00
LTG	LTGACC	LTG0972	POCKET PAR 9790 CHIMERA RING	20.00	$27.22	$544.40
LTG	LTGACC	LTG0973	POCKET PAR BARN DOOR	90.00	$44.23	$3,980.70
					Total	$5,967,183.74
					ReportTotal	$5,967,183.74

Rental Inventory Change Report

Track acquisition and retirement activity for each type of equipment with this report. It will list any new rental inventory items that were added to the equipment code as well as any that have been retired. The total reflects net change during the selected date range. You have the options to look at any changes that have taken place within a chosen date range, as well as those types of equipment that had no change during that period.



Options:

Department – Shows only the equipment belonging to this Department. Leave this blank to show items from all departments.

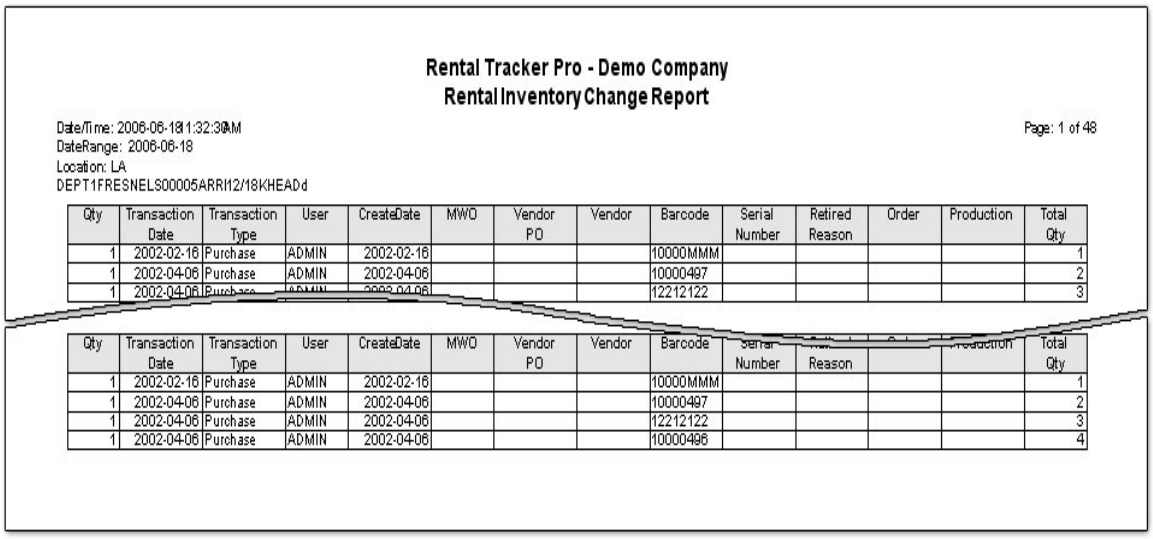
Category – Shows only the equipment belonging to this Category. Leave this blank to show items from all categories.

Equipment Range – You can limit the range of equipment displayed in this report by selecting the beginning and ending equipment code. Leave these blank to show all equipment. You also can select multiple equipment. To do this, click on list icon in front of Equipment Range and select each one you want to include in report.

Date Range – Displays the detail of changes between this specified date ranges. If a begin date is entered, then the program summarizes all the changes prior to the begin date and prints only one row specifying the Initial Quantity.

Location – If you are using the multi-location feature, you can filter the report to a specific location.

Example:



Rental Tracker Pro - Demo Company
Rental Inventory Change Report

Date/Time: 2006-06-18 11:32:39 AM
DateRange: 2006-06-18
Location: LA
DEPT1FRESNELS00005ARRI12/18KHEADd

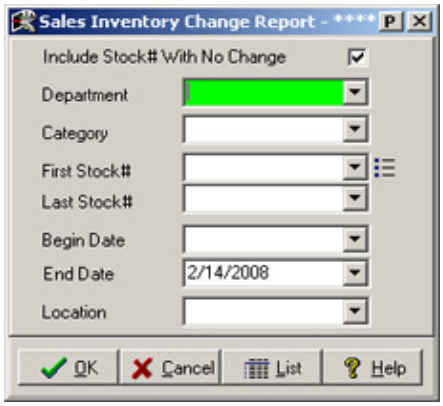
Page: 1 of 48

Qty	Transaction Date	Transaction Type	User	CreateDate	MWO	Vendor PO	Vendor	Barcode	Serial Number	Retired Reason	Order	Production	Total Qty
1	2002-02-16	Purchase	ADMIN	2002-02-16				10000MMM					1
1	2002-04-06	Purchase	ADMIN	2002-04-06				10000497					2
1	2002-04-06	Purchase	ADMIN	2002-04-06				12212122					3

Qty	Transaction Date	Transaction Type	User	CreateDate	MWO	Vendor PO	Vendor	Barcode	Serial Number	Retired Reason	Order	Production	Total Qty
1	2002-02-16	Purchase	ADMIN	2002-02-16				10000MMM					1
1	2002-04-06	Purchase	ADMIN	2002-04-06				10000497					2
1	2002-04-06	Purchase	ADMIN	2002-04-06				12212122					3
1	2002-04-06	Purchase	ADMIN	2002-04-06				10000496					4

Sales Inventory Change Report

Track all purchases and sales activity for each Stock Number with this report. It will list any new sales inventory items added to inventory as well as sold items. The report reflects the net change during the selected date range. You have the option to look at any changes that have taken place within a chosen date range, as well as those Stock Numbers that had no change during that period.



Options:

Department – Shows only the stock belonging to this Department. Leave this blank to show items from all departments.

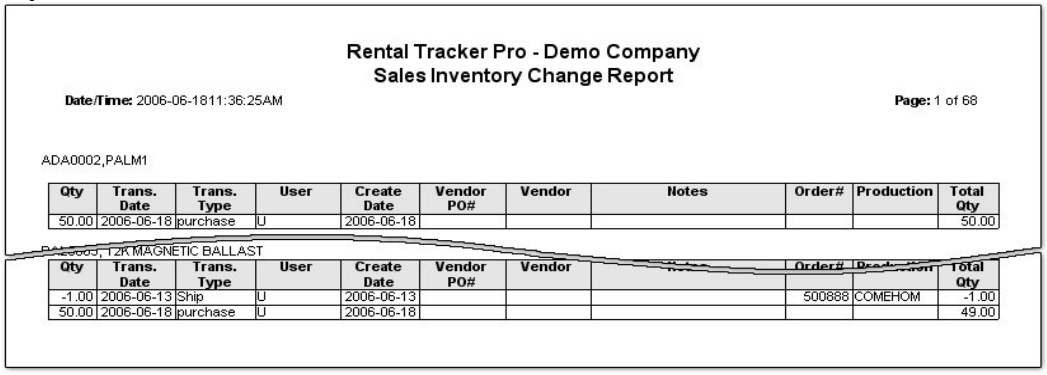
Category – Shows only the stock belonging to this Category. Leave this blank to show items from all categories.

Date Range – Displays the detail of changes between this specified date ranges. If a begin date is entered, then the program summarizes all the changes prior to the begin date and prints only one row specifying the Initial Quantity.

Equipment Range – You can limit the range of stock displayed in this report by selecting begin and ending stock. Leave these blank to show all stocks.

Location – If you are using the multi-location feature, you can filter the report to a specific location.

Example:



Rental Tracker Pro - Demo Company
Sales Inventory Change Report

Date/Time: 2006-06-18 11:36:25AM

Page: 1 of 68

ADA0002,PALM1

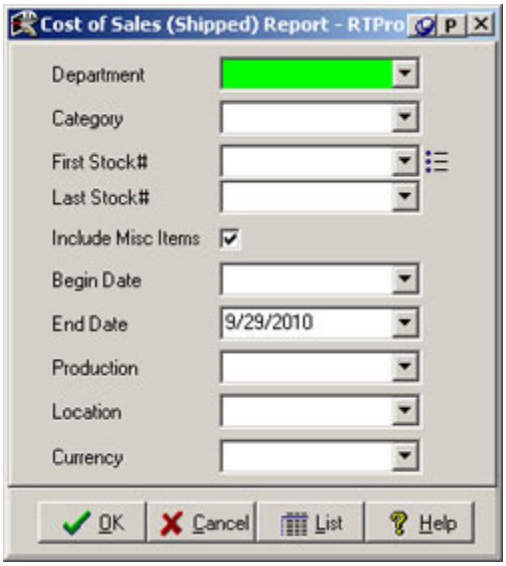
Qty	Trans. Date	Trans. Type	User	Create Date	Vendor PO#	Vendor	Notes	Order#	Production	Total Qty
50.00	2006-06-18	purchase	U	2006-06-18						50.00

PAL0003, T2K MAGNETIC BALLAST

Qty	Trans. Date	Trans. Type	User	Create Date	Vendor PO#	Vendor	Notes	Order#	Production	Total Qty
-1.00	2006-06-13	Ship	U	2006-06-13				500888	COMEHOM	-1.00
50.00	2006-06-18	purchase	U	2006-06-18						49.00

Cost of Sales Report (Shipped)

This report prints cost of sales for each product and its quantity for each order that is shipped, as well as the total cost of sales for the selected criteria. You can filter results of report by department, category, and stock #, date of sale, location and currency.



Options:

Department – Shows only the stock belonging to this Department. Leave this blank to show items from all departments.

Category – Shows only the stock belonging to this Category. Leave this blank to show items from all categories.

Date Range – Use these dates to filter results using the sell date of products. You can leave each of these dates blank to include all (from start or to the end).

Stock# Range – You can limit the range of stock displayed in this report by selecting begin and ending stock. Leave these blank to show all stock. You also can select multiple stock numbers. To do this, click on list icon in front of First Stock number and select each one you want to include in report.

Include Misc Items – If checked, program includes MISC items into the report.

Location – If you are using the multi-location feature, you can filter the report to a specific location.

Currency – If you are using the multi-currency feature, you can select the currency to print the value of the inventory for that currency only.

Example:

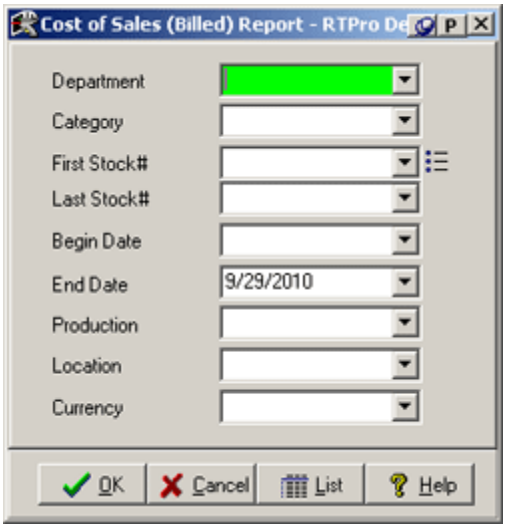
Rental Tracker Pro - William F. White International Inc.
Cost of Sales (Shipped) Report

Date/Time: 9/25/2010 5:34:49 PM **Page:** 1 of 1

Date Range: - 9/25/2010
Production: 24422
Location: TORONTO
Currency: CDN

Order#	Stock#	Production	ProductionName	Description	Quantity	Unit Cost	Unit Price	Extended Cost	Extended Price
23018	MISC0001	24422	FOXTOR PRODUCTIONS LTD	Clean & Service Pee Wee Iv	1.00		$605.00		$605.00
23018	MISC0002	24422	FOXTOR PRODUCTIONS LTD	6k LTM Pars (Broken Uv Lens)	2.00		$325.00		$650.00
23018	MISC0003	24422	FOXTOR PRODUCTIONS LTD	2k Bamboo (Broken Lens)	1.00		$61.61		$61.61
23018	MISC0004	24422	FOXTOR PRODUCTIONS LTD	50' 4/0 Camloks 9 Cut)	2.00		$40.00		$80.00
23018	MISC0005	24422	FOXTOR PRODUCTIONS LTD	12K Par UV Lens (Broken)	1.00		$325.00		$325.00
23018	MISC0006	24422	FOXTOR PRODUCTIONS LTD	2K Arri Lens (Broken)	1.00		$116.66		$116.66
23018	MISC0007	24422	FOXTOR PRODUCTIONS LTD	Repair To A/C Unit	1.00		$910.00		$910.00
23018	MISC0008	24422	FOXTOR PRODUCTIONS LTD	Labour	1.00		$200.00		$200.00
23018	MISC0009	24422	FOXTOR PRODUCTIONS LTD	10K Lens (Broken)	3.00		$410.83		$1,232.49
23018	MISC0010	24422	FOXTOR PRODUCTIONS LTD	Super Crank (Broken Handle)	1.00		$137.00		$137.00
23018	MISC0011	24422	FOXTOR PRODUCTIONS LTD	20 X 20 Solids (Ripped)	9.00		$71.50		$643.50
23018	MISC0012	24422	FOXTOR PRODUCTIONS LTD	12 X 20 Solids (Ripped)	3.00		$67.00		$201.00
23018	MISC0013	24422	FOXTOR PRODUCTIONS LTD	12' X 12' Solids (Ripped)	2.00		$53.00		$106.00
23018	MISC0014	24422	FOXTOR PRODUCTIONS LTD	12' X 20' Solids (Ripped)	2.00		$67.00		$134.00
23018	MISC0015	24422	FOXTOR PRODUCTIONS LTD	20' X 20' Solid (Ripped)	1.00		$71.50		$71.50
							Report Total		$5,473.76

Cost of Sales Report (Billed)



This report prints cost of sales for each product and its quantity for each order that is billed, as well as the total cost of sales for the selected criteria. You can filter results of report by department, category, and stock #, date of sale, location and currency.

Options:

Department – Shows only the stock belonging to this Department. Leave this blank to show items from all departments.

Category – Shows only the stock belonging to this Category. Leave this blank to show items from all categories.

Date Range – Use these dates to filter results using the sell date of products. You can leave each of these dates blank to include all (from start or to the end).

Stock# Range – You can limit the range of stock displayed in this report by selecting begin and ending stock. Leave these blank to show all stock. You also can select multiple stock numbers. To do this, click on list icon in front of First Stock number and select each one you want to include in report.

Location – If you are using the multi-location feature, you can filter the report to a specific location.

Currency – If you are using the multi-currency feature, you can select the currency to print the value of the inventory for that currency only.

Example:

Rental Tracker Pro - William F. White International Inc.
Cost of Sales (Billed) Report

Date/Time: 9/25/2010 5:15:14 PM **Page:** 2 of 2

Invoice	Order#	Stock#	Production	ProductionName	Description	Quantit	List Price	Actual Price	Extended	Unit Cost	Extended Price
324129	23018	MISC0008	24422	FOXTOR PRODUCTIONS LTD	Labour	1.00	$200.00	$200.00	$200.00		$200.00
324405	23018	MISC0009	24422	FOXTOR PRODUCTIONS LTD	10RLens(Broken)	3.00	$410.83	$410.83	$1,232.49		$1,232.49
324405	23018	MISC0010	24422	FOXTOR PRODUCTIONS LTD	Super Crank(BrokenHandle)	1.00	$137.00	$137.00	$137.00		$137.00
324406	23018	MISC0011	24422	FOXTOR PRODUCTIONS LTD	20 X 20 Solids (Ripped)	9.00	$71.50	$71.50	$643.50		$643.50
324406	23018	MISC0012	24422	FOXTOR PRODUCTIONS LTD	12 X 20 Solids (Ripped)	3.00	$67.00	$67.00	$201.00		$201.00
324522	23018	MISC0013	24422	FOXTOR PRODUCTIONS LTD	12' X 12' Solids (Ripped)	2.00	$53.00	$53.00	$106.00		$106.00
324522	23018	MISC0014	24422	FOXTOR PRODUCTIONS LTD	12' X 20' Solids (Ripped)	2.00	$67.00	$67.00	$134.00		$134.00
324522	23018	MISC0015	24422	FOXTOR PRODUCTIONS LTD	20' X 20' Solid (Ripped)	1.00	$71.50	$71.50	$71.50		$71.50
								Report Total	$49,221.73		$49,221.73

Inventory Reconciliation

This report prints the rental inventory reconciliation. It shows available quantity in inventory for either barcoded or non-coded equipment. You can filter results of the report by Department, Category, Equipment range, Date range and Location.

Options:

Department – Shows only the equipment belonging to this Department. Leave this blank to show items from all departments.

Category – Shows only the equipment belonging to this Category. Leave this blank to show items from all categories.

Equipment Range – You can limit the range of equipment displayed in this report by selecting the beginning and ending equipment code. Leave these blank to show all equipment. You also can select multiple equipment. To do this, click on list icon in front of Equipment Range and select each one you want to include in report.

Date Range – Use these dates to filter results by the activity dates.

Location – If you are using the multi-location feature, you can filter the report to a specific location.

Example:

Rental Tracker Pro - RTI Studios
Rental Inventory Reconciliation Report

Date/Time: 10/10/2010 2:04:40 PM **Page:** 1 of 8

Equipment Range:14000
Date Range: 1/1/2010 - 10/10/2010
Location:LOSANGELES

14000 - 18K Alpha Head Current Quantity Owned:53

Quantity	Transaction Type	User	Barcode	Date	Transfer From	Transfer To	Order	Total Quantity
48	Initial			12/31/2009				48
-1	Retired	ADMIN	100189	4/5/2010				47
-1	Retired	ADMIN	100185	4/7/2010				46
-1	Retired	ADMIN	100186	4/7/2010				45
-1	Retired	CINDYLA	34344	6/17/2010				44
-1	Retired	CINDYLA	100008	6/17/2010				43
-1	Retired	CINDYLA	100009	6/17/2010				42
1	InvAdd	CINDYLA		6/25/2010				43
-1	Transfer	CINDYALL	100002	6/25/2010	LOSANGELES	TORONTO	222	42
-1	Transfer	CINDYALL	100004	6/25/2010	LOSANGELES	TORONTO	222	41
4	InvAdd	ADMIN		9/13/2010				45
8	InvAdd	ADMIN		9/13/2010				53

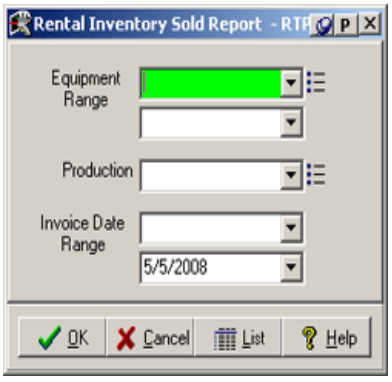
14000-01 - 220V (F) Bates To (M) Camlock (18K/12K/6K) Current Quantity Owned:22

Quantity	Transaction Type	User	Barcode	Date	Transfer From	Transfer To	Order	Total Quantity
24	Initial			12/31/2009				24
-1	Transfer	CINDYALL		6/25/2010	LOSANGELES	TORONTO	222	23
-1	Transfer	CINDYALL		6/25/2010	LOSANGELES	TORONTO	222	22

14000-02 - 18K Alpha Fresnel Lens Current Quantity Owned:9

Rental Inventory Sold Report

The purpose of this report is to print inventory items which are not returned by the customers and your company charges these items as sales. You can filter the result of report by Production and the range of equipment and invoice.



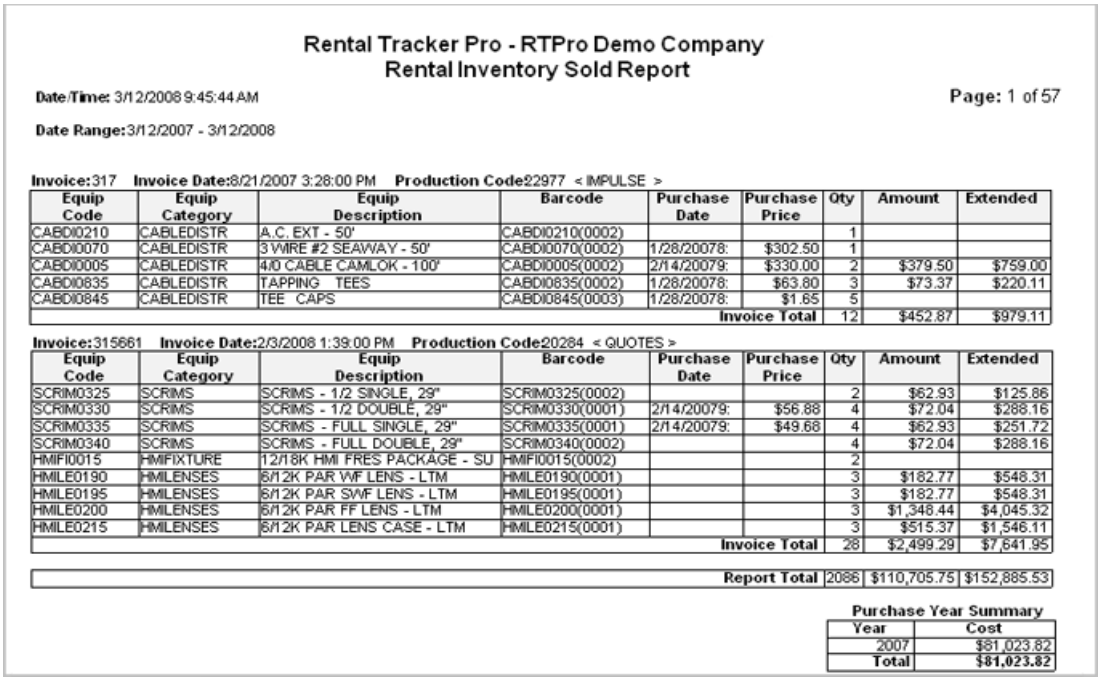
Options:

Equipment Range – You can limit the range of equipment displayed in this report by selecting the beginning and ending equipment code. Leave these blank to show all equipment. Also, multiple equipment can be selected. To do this, click on list icon in front of Equipment Range and select each one you want to include in report.

Production – Select production to limit the report result. Leave this option blank to show report across all productions.

Invoice Date Range – The report can be filtered using invoice date range. Leave this blank to bring all invoices in the report.

Example:



Rental Tracker Pro - RTPro Demo Company
Rental Inventory Sold Report

Date/Time: 3/12/2008 9:45:44 AM Page: 1 of 57

Date Range: 3/12/2007 - 3/12/2008

Invoice: 317 Invoice Date: 8/21/2007 3:28:00 PM Production Code: 22977 < IMPULSE >

Equip Code	Equip Category	Equip Description	Barcode	Purchase Date	Purchase Price	Qty	Amount	Extended
CABDI0210	CABLEDISTR	A.C. EXT - 50'	CABDI0210(0002)			1		
CABDI0070	CABLEDISTR	3 WIRE #2 SEAWAY - 50'	CABDI0070(0002)	1/28/20078:	$302.50	1		
CABDI0005	CABLEDISTR	4/0 CABLE CAMLOK - 100'	CABDI0005(0002)	2/14/20079:	$330.00	2	$379.50	$759.00
CABDI0835	CABLEDISTR	TAPPING TEES	CABDI0835(0002)	1/28/20078:	$63.80	3	$73.37	$220.11
CABDI0845	CABLEDISTR	TEE CAPS	CABDI0845(0003)	1/28/20078:	$1.65	5		
					Invoice Total	12	$452.87	$979.11

Invoice: 315661 Invoice Date: 2/3/2008 1:39:00 PM Production Code: 20284 < QUOTES >

Equip Code	Equip Category	Equip Description	Barcode	Purchase Date	Purchase Price	Qty	Amount	Extended
SCRIM0325	SCRIMS	SCRIMS - 1/2 SINGLE, 29"	SCRIM0325(0002)			2	$62.93	$125.86
SCRIM0330	SCRIMS	SCRIMS - 1/2 DOUBLE, 29"	SCRIM0330(0001)	2/14/20079:	$56.88	4	$72.04	$288.16
SCRIM0335	SCRIMS	SCRIMS - FULL SINGLE, 29"	SCRIM0335(0001)	2/14/20079:	$49.68	4	$62.93	$251.72
SCRIM0340	SCRIMS	SCRIMS - FULL DOUBLE, 29"	SCRIM0340(0002)			4	$72.04	$288.16
HMIFI0015	HMIFIXTURE	12/18K HMI FRES PACKAGE - SU	HMIFI0015(0002)			2		
HMILE0190	HMILENSES	6/12K PAR WF LENS - LTM	HMILE0190(0001)			3	$182.77	$548.31
HMILE0195	HMILENSES	6/12K PAR SWF LENS - LTM	HMILE0195(0001)			3	$182.77	$548.31
HMILE0200	HMILENSES	6/12K PAR FF LENS - LTM	HMILE0200(0001)			3	$1,348.44	$4,045.32
HMILE0215	HMILENSES	6/12K PAR LENS CASE - LTM	HMILE0215(0001)			3	$515.37	$1,546.11
					Invoice Total	28	$2,499.29	$7,641.95
					Report Total	2086	$110,705.75	$152,885.53

Purchase Year Summary

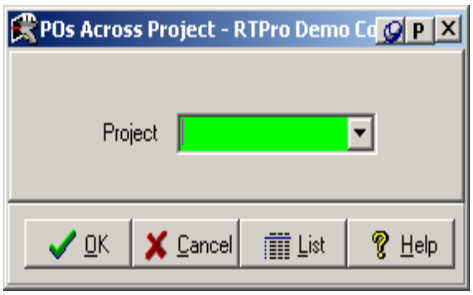
Year	Cost
2007	$81,023.82
Total	$81,023.82

POs Across a Project

The purpose of this report is to print all the purchase orders across a project.

Option:

Project – It is a required field and should have a value.



Subrental Return List

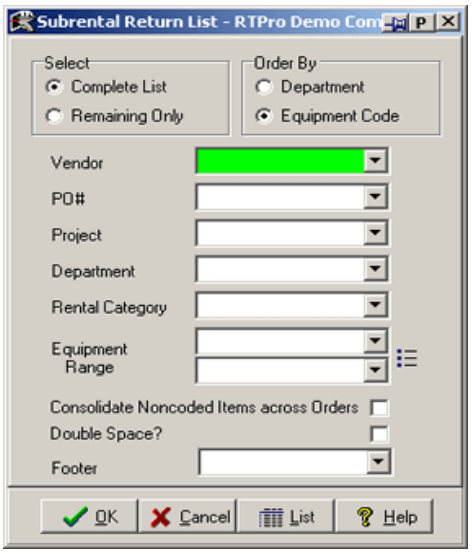
The subrental return list is intended to be given to a worker who would receive or check in equipment which has been subrented across the criteria selected. The report will list the equipment, according to: sub rented quantity, the quantity of sub out and sub in items, and quantity of sub items that are still out, and also a column embedded in the report for the worker to write how many items returned.

Option:

Complete List – Complete List will print a full list of equipment, whether they are returned or not.

Remaining Only – Remaining only will print the remaining items that are not returned.

Print the sort order by department or by equipment code – This option will group and sort equipment by Equipment Code or Department.



Vendor – Select Subrental Vendor or leave it blank to print Sub rentals from all vendors for selected criteria.

PO# – In this box the subrental PO# can be entered. The report will print only the items purchased with this PO#. Leave the PO# blank to get the report of items purchased across all POs.

Project – Shows only the orders linked to this given project. Leave this option blank to show orders linked to all projects.

Department – A department can be selected and if selected the report will print for the specified department.

Rental Category – Shows only the equipment belonging to this Category. Leave this blank to show items from all categories.

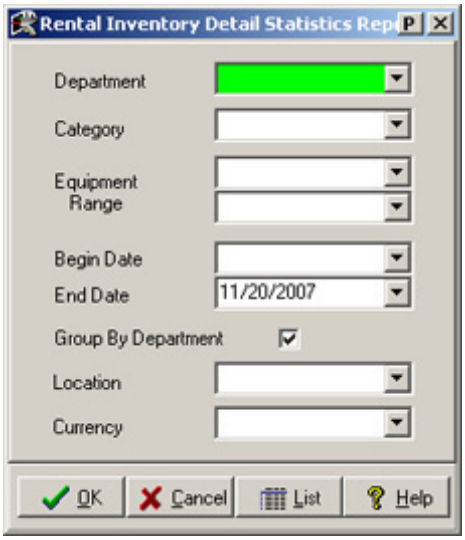
Equipment Range – You can limit the range of equipment displayed in this report by selecting the beginning and ending equipment code. Leave these blank to show all equipment. You also can select multiple equipment. To do this, click on list icon in front of Equipment Range and select each one you want to include in report.

Consolidate Noncoded Items across Orders – When this option is selected, the program combines all Noncoded items with the same equipment code into one line on the report. If it is not checked, then the report prints a separate line for each order that has this equipment out. The noncoded will not be consolidated if they are attached within a package or kit.

Statistical Reports

Rental Inventory Statistics Detail

This report will show all billing activity for equipment within a specified date range. The total revenue generated by all items invoiced under this equipment is displayed. For compare cost versus revenue, the replacement cost of the equipment and any maintenance cost is also displayed.



Options:

Department – Select a department to limit the report to show only items for this Department. Leave this option blank to show results for all departments.

Category – Select a category to limit the report to show only items for this category. Leave this option blank to show results for all categories.

Equipment Range – You can limit the range of equipment displayed in the report by selecting begin and ending equipment. Leave these fields blank to show all equipment.

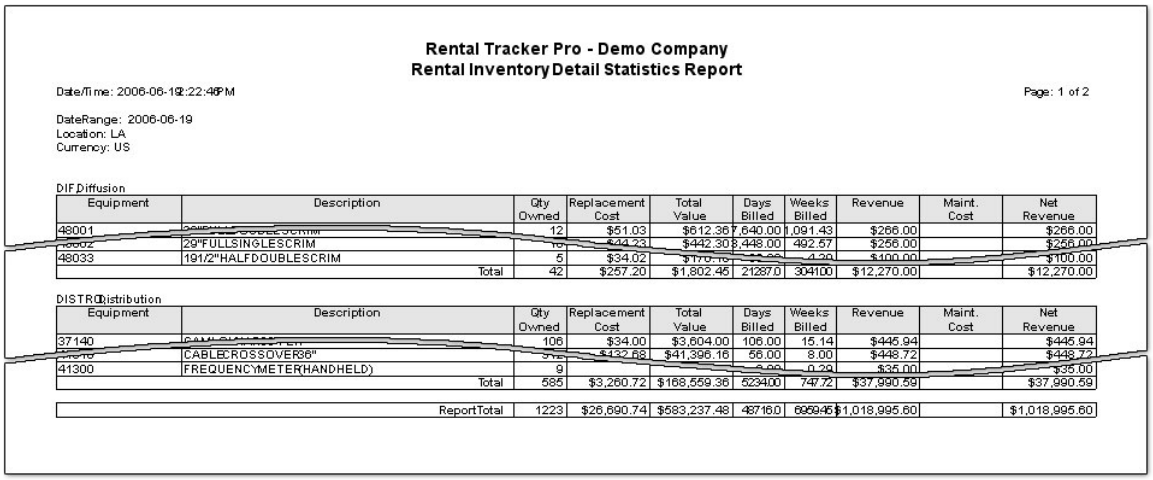
Date Range – To filter the report results to show only records between dates, use these options. If only begin date is entered, system includes all records after begin date and ignores all records before that date. If only end date is entered, system includes all records before end date and ignores all records beyond that date.

Group by Department – You can group report results by department using this check box.

Location – If you are using the multi-location feature, you can filter report results to a specified location.

Currency – If you are using the multi-currency feature, you can select the currency to print values for it.

Example:



Rental Tracker Pro - Demo Company
Rental Inventory Detail Statistics Report

Date/Time: 2006-06-19 2:22:46 PM — Page: 1 of 2

DateRange: 2006-06-19
Location: LA
Currency: US

DIF Diffusion

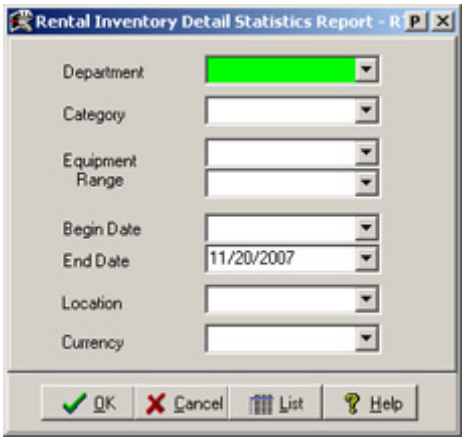
Equipment	Description	Qty Owned	Replacement Cost	Total Value	Days Billed	Weeks Billed	Revenue	Maint. Cost	Net Revenue
48001	[illegible]	12	$51.03	$612.36	7,640.00	1,091.43	$266.00		$266.00
[illegible]	29"FULLSINGLESCRIM	[illegible]	$44.23	$442.30	8,448.00	492.57	$256.00		$256.00
48033	191/2"HALFDOUBLESCRIM	5	$34.02	$170.10	[illegible]	4.29	$100.00		$100.00
	Total	42	$257.20	$1,802.46	212870	304100	$12,270.00		$12,270.00

DISTRO Distribution

Equipment	Description	Qty Owned	Replacement Cost	Total Value	Days Billed	Weeks Billed	Revenue	Maint. Cost	Net Revenue
37140	[illegible]	106	$34.00	$3,604.00	106.00	15.14	$445.94		$445.94
[illegible]	CABLECROSSOVER36"	[illegible]	$432.68	$41,396.16	56.00	8.00	$448.72		$448.72
41300	FREQUENCYMETER(HANDHELD)	9	[illegible]	[illegible]	[illegible]	0.29	$35.00		$35.00
	Total	585	$3,260.72	$168,559.36	523400	747.72	$37,990.59		$37,990.59
	ReportTotal	1223	$26,690.74	$583,237.48	487160	695945	$1,018,995.60		$1,018,995.60

Rental Inventory Statistics Detail (Format 2)

This is another format of Rental Inventory Statistics Detail Report.



Options:

Department – Select department to limit report to show only items for this Department. Leave this option blank to show result for all departments.

Category – Select category to limit report to show only items for this category. Leave this option blank to show result for all categories.

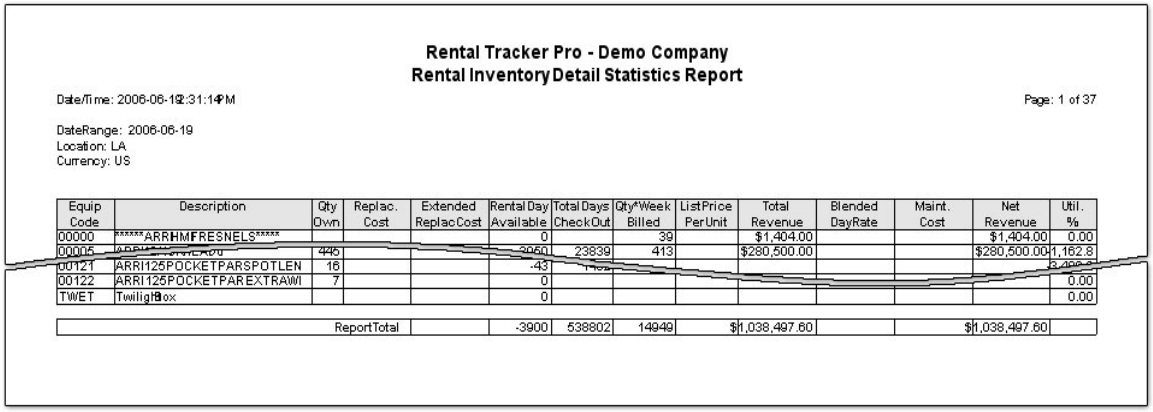
Equipment Range – You can limit the range of equipment displayed in report by selecting begin and ending equipment. Leave these fields blank to show all equipment.

Date Range – To filter the report results to show only records between dates, use these options. If only begin date is entered, system includes all records after begin date and ignores all records before that date. If only end date is entered, system includes all records before end date and ignores all records beyond that date.

Location – If you are using the multi-location feature, you can filter report results to a specified location.

Currency – If you are using the multi-currency feature, you can select the currency to print values for it.

Example:



Rental Tracker Pro - Demo Company
Rental Inventory Detail Statistics Report

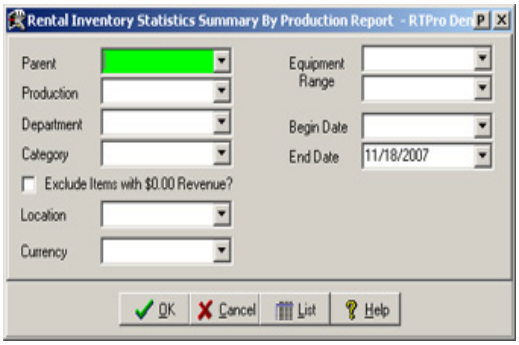
Date/Time: 2006-06-19 2:31:14 PM — Page: 1 of 37

DateRange: 2006-06-19
Location: LA
Currency: US

Equip Code	Description	Qty Own	Replac. Cost	Extended Replac Cost	Rental Day Available	Total Days Check Out	Qty*Week Billed	List Price Per Unit	Total Revenue	Blended DayRate	Maint. Cost	Net Revenue	Util. %
00000	******ARRIHMIFRESNELS******				0		39		$1,404.00			$1,404.00	0.00
00005	[illegible]	445			3060	23839	413		$280,500.00			$280,500.00	1,162.8
00121	ARRI125POCKETPARSPOTLEN	16			-43	[illegible]							[illegible]
00122	ARRI125POCKETPAREXTRAWI	7			0								0.00
TWET	TwilightBox				0								0.00
	ReportTotal				-3900	538802	14949		$1,038,497.60			$1,038,497.60	

Rental Inventory Statistics Summary

This report will breakout the revenue generated for each production that is billed for equipment rental during the selected date range. Report sorted by Production and under each production, type of equipment, number of days and the number of weeks billed, is displayed with revenue for each type of equipment and total revenue for the production. There is an option available in the report to exclude items with $0.00 revenue. You can select to summarize the results by Production, Equipment and Production or Equipment and Order Number.



Options:

Parent – Select parent to limit report to show only productions for selected parent. Leave this option blank to show results for all parents.

Production – Select production to limit report to show only orders for this production. Leave this option blank to show results for all productions.

Department – Select department to limit report to show only items for this department. Leave this option blank to show results for all departments.

Category – Select category to limit report to show only items for this category. Leave this option blank to show results for all categories.

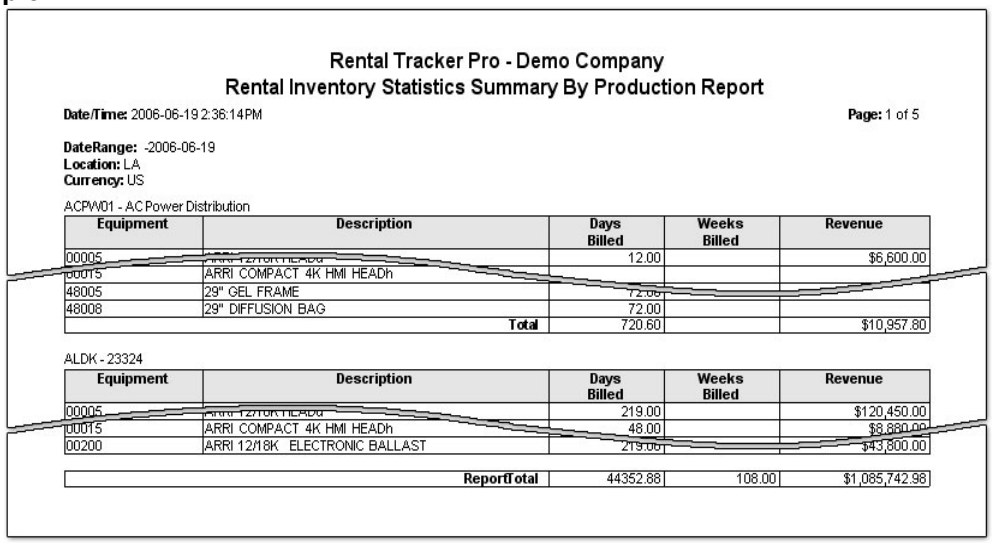
Location – If you are using the multi-location feature, you can filter report results to a specified location.

Currency – If you are using the multi-currency feature, you can select the currency to print values for it.

Equipment Range – You can limit the range of equipment displayed in this report by selecting the beginning and ending equipment code. Leave these blank to show all equipment.

Date Range – To filter report results to show only records between dates, use these options. If only begin date is entered, system includes all records after begin date and ignores all records before that date. If only end date is entered, system includes all records before end date and ignores all records beyond that date.

Example:



Rental Tracker Pro - Demo Company
Rental Inventory Statistics Summary By Production Report

Date/Time: 2006-06-19 2:36:14PM **Page:** 1 of 5

DateRange: -2006-06-19
Location: LA
Currency: US

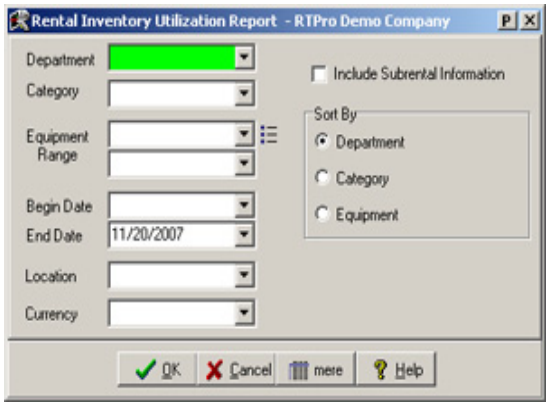
ACPW01 - AC Power Distribution

Equipment	Description	Days Billed	Weeks Billed	Revenue
00005	[illegible]	12.00		$6,600.00
00015	ARRI COMPACT 4K HMI HEADh			
48005	29" GEL FRAME	72.00		
48008	29" DIFFUSION BAG	72.00		
	Total	720.60		$10,957.80

ALDK - 23324

Equipment	Description	Days Billed	Weeks Billed	Revenue
00005	[illegible]	219.00		$120,450.00
00015	ARRI COMPACT 4K HMI HEADh	48.00		$8,880.00
00200	ARRI 12/18K ELECTRONIC BALLAST	219.00		$43,800.00
	ReportTotal	44352.88	108.00	$1,085,742.98

Rental Inventory Utilization Report



This report will print the equipment utilization during the selected date range. Report is sorted by department and under each department, type of equipment, average quantity, available days, rented days, days in repair, utilization percentage, and billed days displayed with revenue for each type of equipment. The subtotal of each item will be printed in report.

Options:

Department – Select department to limit report to show only items for this department. Leave this option blank to show results for all departments.

Category – Select category to limit report to show only items for this category. Leave this option blank to show results for all categories.

Equipment Range – You can limit the range of equipment displayed in report by selecting begin and ending equipment. Leave these fields blank to show all equipment.

Date Range – To filter report results to show only records between dates, use these options. If only begin date is entered, system includes all records after begin date and ignores all records before that date. If only end date is entered, system includes all records before end date and ignores all records beyond that date. These dates should have values.

Location – If you are using the multi-location feature, you can filter report results to a specified location.

Currency – If you are using the multi-currency feature, you can select the currency to print values for it.

Include Subrental Information - By checking this box, Subrental information will include in report.

Sort By – You may sort report results with Department, Category or Equipment.

Example:

Rental Tracker Pro - RTI Studios
Rental Inventory Utilization Report

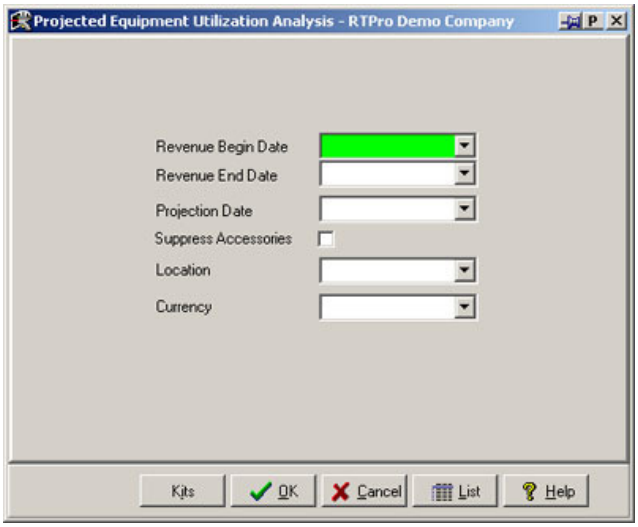
Date/Time: 10/10/20102:22:58PM

Page: 1 of 1

Location: LOSANGELES
Date Range: 1/1/2010 - 10/10/2010
Location: LOSANGELES
Currency: USD

Equip. Code	Description	Avg. Qty. Owned	Days Avail.	Days Rented	Subrent Days Re	Days In Repair	Util. %	Days Billed	Revenue	Subrental Days Billed	Subrental Revenue	Subrental Cost	Net Revenue
14000	18KAlpha Head	44.33	11695	7282	2297	849	62.27	403	$18,422.86	566	$46,902.86	46,838.86	$18,486.86
18000-11	Sml Video Pro Plus Bank (8125)	23.19	6279	399	116	283	6.35						
18000-22	800W Joker/Bug Video Pro Speedring	5.00	1415	391	108		27.63						
	Report Total	72.52	19389	8072	2521	1132	41.63	403	$18,422.86	566	$46,902.86	$46,838.86	$18,486.86

Projected Equipment utilization analysis



This report prints Projected Equipment utilization analysis. You should enter kits to include in the report. Include kits in results or Criteria by pressing Kits button, choose kits and enter its quantity then press OK button, to filter results using criteria.

Options:

Location – If you are using the multi-location feature, you can filter report results to a specified location.

Revenue Date Range – To filter report results to show only records between dates, use these options. If only begin date is entered, system includes all records after begin date and ignores all records before that date.

If only end date is entered, system includes all records before end date and ignores all records beyond that date.

Projection Date – Enter projection date.

Currency – If you are using the multi-currency feature, you can select the currency to print values for it.

Suppress accessories – If you do not want to include accessories in result, check this box to remove them.

Example:

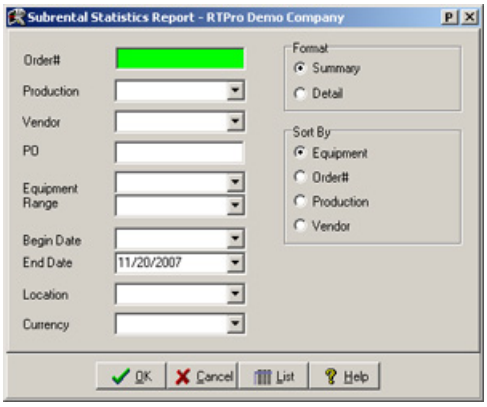
Rental Tracker Pro - RTI Studios
Projected Equipment Utilization Analysis

Date/Time: 10/10/20102:29:14PM **Page:** 1 of 1

Location: LOSANGELES
Date Range: 1/1/2010 - 11/10/2010
Projection Date: 11/10/2010

Equipment Code	EquipmentDescription	Qty Own	Unit Repl. Cost	Extended Repl. Cost	Unit ListPrice	Qty*W Billed	Total Revenue	Blended DayRate	Qty In Demand	Qty Sho /Over	Unit Purch.Pric	Extended Purch.Price	Ext. Wkly Subrent.(Proj)
11280-11	18000W HMI Globe	17	$2,100.00	$35,700.00		41	$9,000.00		11	6			
18000-22	800W Joker/Bug Video Pro Speedring	5	$200.00	$1,000.00	$5.00				3	2			
AA160-22	3 Ft. 100A(250V) Bates	1				71			14	-13			
AA220-44	50ft. HMI Head Ext.	0	$900.00			174	$2,400.00		131	-131	$900.00	$117,900.00	
AB1120	HMI Molepar(12K/18K)	5	$10,000.00	$50,000.00	$900.00	45	$52,700.00	1.00	7	-2	$10,000.00	$20,000.00	$1,800.00
BB120-55	Scrim Bag	18	$90.00	$1,620.00		112	$4,830.00		41	-23	$90.00	$2,070.00	
BB120-66	Narrow Lens Assy. 12K Par	0	$300.00			74	$1,020.00		15	-15	$300.00	$4,500.00	
CABCAM25	Cable Camlok25'	13			$3.00	18	$48.00	0.00	18	-5			$15.00
CC230	Brute Shutter Carrying Case	0	$500.00			79	$1,950.00		15	-15	$500.00	$7,500.00	
DD100-22	Half Scrim-Single 29"	41	$25.00	$1,025.00		112	$4,590.00		17	24			
DD111-22	Half Double Scrim	16	$27.00	$432.00		112	$4,590.00		17	-1	$27.00	$27.00	
DOLLI1150	Fisher 11 Dolly	0			$310.00	66	$19,310.00	0.00	12	-12			$3,720.00
EGGCRATE	Egg Crate	19	$180.00	$3,420.00	$10.00	9	$1,800.00	20.00	9	10			
KINOFT80F	KinoFloFlathead80Fixture	4	$930.00	$3,720.00	$30.00				7	-3	$930.00	$2,790.00	$90.00
			Report Total	$96,917.00			$102,238.00					$154,787.00	$5,625.00

Subrental Statistics Report



With a multitude of options and sort by combinations, this report will display the Vendor Price, the Production Price and the total weeks rented for all Sub rentals that fit the selected criteria. All options and sorts can run in a summary or detailed format.

Options:

Order Number - Fill an order number here to filter report results for selected order. Leave it blank to include all orders.

Production – Select production to limit report to show only orders for this production. Leave this option blank to show results for all productions.

Vendor – Select vendor to limit report to show only items for selected vendor. Leave this option blank to show results for all matching vendors.

PO – Enter Purchase Order numbers here to filter results of report by entered PO numbers.

Equipment Range – You can limit the range of equipment displayed in report by selecting begin and ending equipment. Leave these fields blank to show all equipment.

Date Range – To filter report results to show only records between dates, use these options. If only begin date is entered, system includes all records after begin date and ignores all records before that date. If only end date is entered, system includes all records before end date and ignores all records beyond that date.

Location – If you are using the multi-location feature, you can filter report results to a specified location.

Currency – If you are using the multi-currency feature, you can select the currency to print values for it.

Format – You can choose to print more details or brief information using this option. Choose detail to print more information on this report.

Sort By – You can sort results using equipment code, order number, production code or vendor code.

Example:

Rental Tracker Pro - RTI Studios
Subrental Statistics Report

Date/Time: 10/10/20102:32:48PM **Page:** 1 of 1

Date Range: 1/1/2010 - 10/10/2010
Sorty By: Vendor
Format: Summary
Location: LOSANGELES
Currency: USD

Vendor	Vendor Name	Qty	Vendor Price	Customer Price	NetRevenue	Rental Weeks
KINOFLO	KinoFlo	19	$2,979.00	$1,655.00	$1,324.00	14.00
MOLE	MoleRichardson	113	$8,961.40	$8,345.00	$616.40	172.00
PASKAL	PaskaLighting	11	$1,660.00	$1,660.00		40.00
	Report Total	143	$13,600.40	$11,660.00	$1,940.40	226.00

Rental Tracker Pro - RTI Studios
Subrental Statistics Report

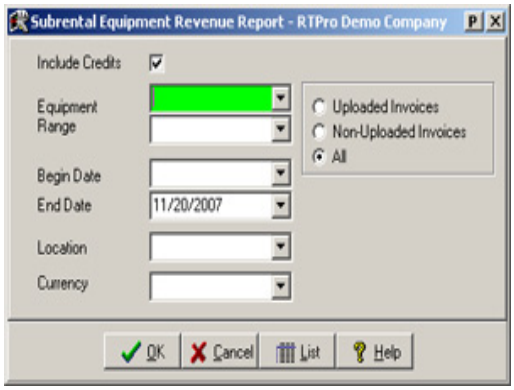
Date/Time: 10/10/20102:35:30PM **Page:** 1 of 3

Date Range: 1/1/2010 - 10/10/2010
Sorty By: Vendor
Format: Detail
Location: LOSANGELES
Currency: USD

Order#	Equipment	Description	Customer	Customer Name	PO	Qty	Vendor Price	Customer Price	Rental Weeks
KINOFLO - Kino Flo									
362	1151DOGEAR	Dog-Eared Fence	COUGARTOWN	Abc	LO108	2	$1,800.00	$1,000.00	1.00
362	1152GOTHIC	Gothic Picket Fence	COUGARTOWN	Abc	LO108	2	$144.00	$80.00	1.00
362	1250CURVED	1250 Curved Bencch	COUGARTOWN	Abc	LO108	2	$144.00	$80.00	1.00
362	1251SLATBE	Green Slat Park Bench	COUGARTOWN	Abc	LO108	2	$144.00	$80.00	1.00
362	14000	18K Alpha Head	COUGARTOWN	Abc	LO108	1	$576.00	$320.00	1.00
362	14000-01	220V (F) Bates To (M) Camlock (18K/12K/6	COUGARTOWN	Abc	LO108	1			1.00
362	14000-02	18K Alpha Fresnel Lens	COUGARTOWN	Abc	LO108	1			1.00
362	14000-03	18K Alpha Clear Lens W/ Rim	COUGARTOWN	Abc	LO108	1			1.00
362	14000-04	18K/12K Fresnel 29" 5Pc Scrim Set W/Bag	COUGARTOWN	Abc	LO108	1			1.00
362	14000-05	18K Alpha Lens Protector(Circular)	COUGARTOWN	Abc	LO108	1			1.00
362	1812FFPGBA	18K12K FF Powergem Ballast	COUGARTOWN	Abc	LO108	1	$108.00	$60.00	1.00
362	1812KPOWFE	18K/12K/6K Power Feeder	COUGARTOWN	Abc	LO108	1			1.00
362	18HMIDEGB	18K HMI D.E. Globe	COUGARTOWN	Abc	LO108	1	$45.00	$25.00	1.00
362	HEADEXT18	18K/12K.6K HMI 50' Head Ext.	COUGARTOWN	Abc	LO108	2	$18.00	$10.00	1.00

Subrental Equipment Revenue

This report displays the quantity of subrental equipment and the revenue generated by sub-rented equipment. The report also contains revenue generated by non-sub-rental equipment. It lists amount totals for non sub-rental and sub-rental revenue in report.



Option:

Include Credits – Check this box to include credit records in report result.

Equipment Range – You can limit the range of equipment displayed in report by selecting begin and ending equipment. Leave these fields blank to show all equipment.

Date Range – To filter report results to show only records between dates, use these options. If only begin date is entered, system includes all records after begin date and ignores all records before that date. If only end date is entered, system includes all records before end date and ignores all records beyond that date.

Location – If you are using the multi-location feature, you can filter report results to a specified location.

Currency – If you are using the multi-currency feature, you can select the currency to print values for it.

Format – You can include all records in report or select to print all invoices, uploaded or non-uploaded invoices.

Example:

Rental Tracker Pro - RTI Studios
Subrental Equipment Revenue Report

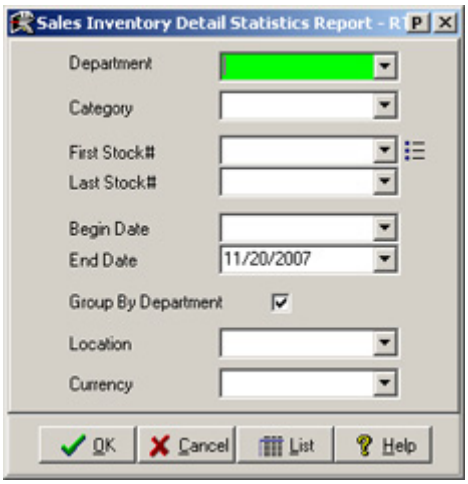
Date/Time: 10/10/20102:37:32PM **Page:** 1 of 1

Date Range: 1/1/2010 - 10/10/2010
Location: LOSANGELES
Currency: USD

Equip. Code	Description	Qty Own.	Revenue non-Sub.	Unit Purch. Price	Repalcement Days	Qty Sub.	Subrental Revenue
1151DOGEAR	Dog-Eared Fence	5		$400.00	0.80	4	$2,000.00
1152GOTHIC	Gothic Picket Fence	0	$320.00	$400.00	10.00	4	$160.00
1250CURVED	1250 Curved Benoch	10		$400.00	10.00	4	$160.00
1251SLATBE	Green Slat Park Bench	25		$400.00	10.00	4	$160.00
14000	18K Alpha Head	53	$19,200.00	$12,000.00	37.50	80	$46,400.00
14000-01	220V (F) Bates To (M) Camlock (18K/12K/6K)	22				80	
14000-02	18K Alpha Fresnel Lens	9		$2,000.00	200.00	80	
14000-03	18K Alpha Clear Lens W/ Rim	8		$1,200.00	120.00	80	
14000-04	18K/12K Fresnel 29" 5Pc Scrim Set W/Bag	22		$450.00	450.00	80	
14000-05	18K Alpha Lens Protector(Circular)	0		$20.00	0.40	80	
1812FFPGBA	18K12K FF Powergem Ballast	6	$420.00	$12,000.00	200.00	80	$8,700.00
1812KPOWFE	18K/12K/6K Power Feeder	5		$300.00	300.00	80	
18HMIDEGB	18K HMI D.E. Globe	9	$200.00	$900.00	36.00	80	$3,625.00
AA220-44	50ft. HMI Head Ext.	0		$900.00	900.00	10	
HEADEXT18	18K/12K.6K HMI 50' Head Ext.	0	$80.00	$740.00	148.00	160	$1,450.00
	Report Totals		$20,220.00				$62,655.00

Sales Inventory Statistics Detail Report

For each Stock Number with activity during the specified criteria, this report will display all purchase quantities and amounts, sales quantities and amounts and adjustment quantities and amounts. It lists quantity and amount totals for each Stock Number, as well as report totals.



Options:

Department – Select department to limit report to show only items for this Department. Leave this option blank to show result for all departments.

Category – Select category to limit report to show only items for this category. Leave this option blank to show result for all categories.

Stock Range – You can limit the range of stock numbers displayed in report by selecting begin and ending stock numbers. Leave these fields blank to show all equipment. You may also select stock from list to include in report using list button in front of first the stock number #.

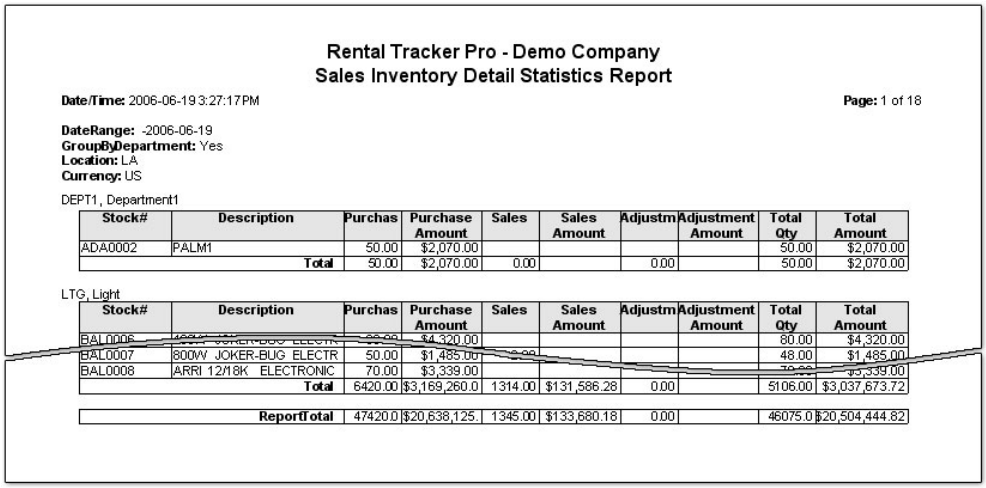
Date Range – To filter report result to show only records between dates, use these options. If only begin date is entered, system includes all records after begin date and ignores all records before that date. If only end date is entered, system includes all records before end date and ignores all records beyond that date.

Group by Department – You can group report results by department using this check box.

Location – If you are using the multi-location feature, you can filter report results to a specified location.

Currency – If you are using the multi-currency feature, you can select the currency to print values for it.

Example:



Rental Tracker Pro - Demo Company
Sales Inventory Detail Statistics Report

Date/Time: 2006-06-19 3:27:17PM **Page:** 1 of 18

DateRange: -2006-06-19
GroupByDepartment: Yes
Location: LA
Currency: US

DEPT1, Department1

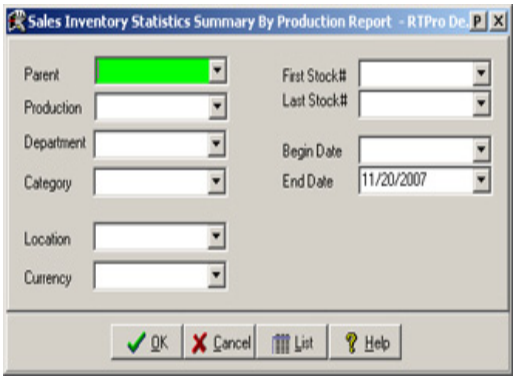
Stock#	Description	Purchas	Purchase Amount	Sales	Sales Amount	Adjustm	Adjustment Amount	Total Qty	Total Amount
ADA0002	PALM1	50.00	$2,070.00					50.00	$2,070.00
	Total	50.00	$2,070.00	0.00		0.00		50.00	$2,070.00

LTG, Light

Stock#	Description	Purchas	Purchase Amount	Sales	Sales Amount	Adjustm	Adjustment Amount	Total Qty	Total Amount
BAL0006	[illegible]	[illegible]	$4,320.00					80.00	$4,320.00
BAL0007	800W JOKER-BUG ELECTR	50.00	$1,485.00	[illegible]				48.00	$1,485.00
BAL0008	ARRI 12/18K ELECTRONIC	70.00	$3,339.00					[illegible]	$3,339.00
	Total	6420.00	$3,169,260.0	1314.00	$131,586.28	0.00		5106.00	$3,037,673.72
	ReportTotal	47420.0	$20,638,125.	1345.00	$133,680.18	0.00		46075.0	$20,504,444.82

Sales Inventory Statistics Summary Report

With a choice of displaying by Production or by Stock #, this report will display quantity and amount of inventory items sold for each Stock number.



Options:

Parent – Select parent to limit report to show only productions for selected parent. Leave this option blank to show results for all parents.

Production – Select production to limit report to show only orders for this production. Leave this option blank to show results for all productions.

Department – Select department to limit report to show only items for this department. Leave this option blank to show results for all departments.

Category – Select category to limit report to show only items for this category. Leave this option blank to show results for all categories.

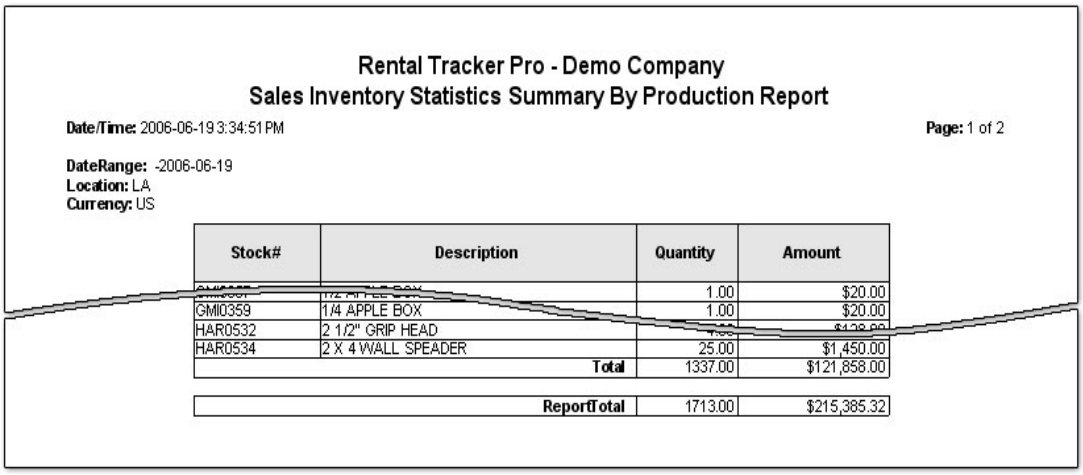
Location – If you are using the multi-location feature, you can filter report results to a specified location.

Currency – If you are using the multi-currency feature, you can select the currency to print values for it.

Stock Range – You can limit the range of stock numbers displayed in report by selecting begin and ending stock numbers. Leave these fields blank to show all equipment. You may also select stock from list to include in report using list button in front of the first stock number #.

Date Range – To filter report results to show only records between dates, use these options. If only begin date is entered, system includes all records after begin date and ignores all records before that date. If only end date is entered, system includes all records before end date and ignores all records beyond that date.

Examples:



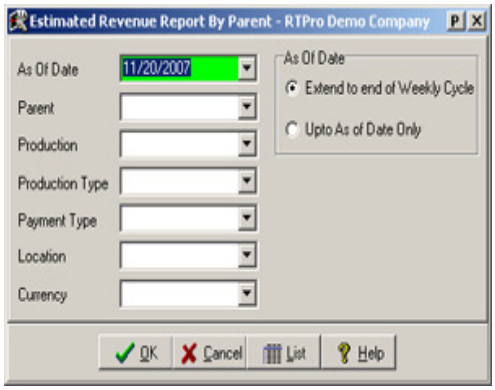
Rental Tracker Pro - Demo Company
Sales Inventory Statistics Summary By Production Report

Date/Time: 2006-06-19 3:34:51 PM **Page:** 1 of 2

DateRange: -2006-06-19
Location: LA
Currency: US

Stock#	Description	Quantity	Amount
		1.00	$20.00
GMI0359	1/4 APPLE BOX	1.00	$20.00
HAR0532	2 1/2" GRIP HEAD		
HAR0534	2 X 4 WALL SPEADER	25.00	$1,450.00
	Total	1337.00	$121,858.00
	ReportTotal	1713.00	$215,385.32

Estimated Revenue Reports



These reports provide "projected" revenue based upon the criteria entered. To arrive at the revenue, the report looks at what charges are currently due across orders. You may summarize the report by parent, production or production type.

Options:

As of Date - Fill this date to filter results to show records created before this date.

Parent – Select parent to limit report to show only productions for selected parent. Leave this option blank to show results for all parents.

Production – Select production to limit report to show only orders for this production. Leave this option blank to show results for all productions.

Production Type – Select production type to limit report to show only productions matching this production type. Leave this option blank to show results for all production types.

Payment Type – Select payment type to limit report to show only productions matching this payment type. Leave this option blank to show results for all payment types.

Location – If you are using the multi-location feature, you can filter report results to a specified location.

Currency – If you are using the multi-currency feature, you can select the currency to print values for it.

As of Date Option – By choosing "Extend to end of Weekly Cycle" option, system will change the date you entered to include all weekly cycle that this date is inside it. If you don't want to change the date, you should choose "Up to as of date only" option.

Examples:

Rental Tracker Pro - RTI Studios
Estimated Revenue Report By Customer Type

Date/Time: 10/10/2010 2:40:21 PM **Page:** 1 of 2

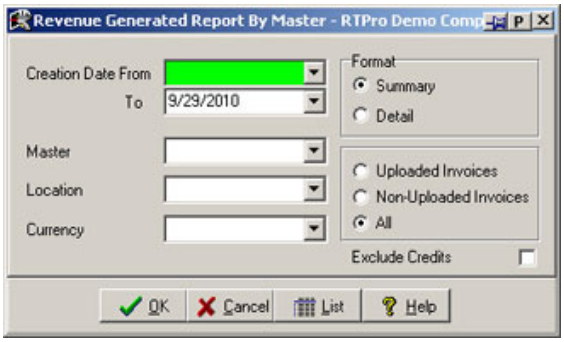
As Of Date: 10/10/2010
Location: LOSANGELES
Currency: USD

Episodic

CustomeTitle	Order#	Begin Date	End Date	Rentals	Sales	Loss	Damage	Shipping	Labor	Space	Discount	Total
CougarTown	81	7/6/2010	7/6/2010		($200.00)							($200.00)
CougarTown	346	6/22/2010	6/28/2010	$400.00		$1,000.00						$1,400.00
CougarTown	351	6/22/2010	6/22/2010		$1,000.00			$20.00				$1,020.00
CougarTown	352	6/23/2010	6/29/2010	$3,500.00		$1,000.00						$4,500.00
CougarTown	353	6/23/2010	6/23/2010		$904.00						$91.44	$812.56
CougarTown	354	6/25/2010	7/1/2010							$16,500.00		$16,500.00
CougarTown	359	6/25/2010	7/22/2010	$6,180.00		$14,000.00						$20,180.00
In The Middle	347	6/22/2010	6/28/2010	$800.00								$800.00
In The Middle	361	6/25/2010	6/25/2010		($70.00)							($70.00)
Modern Family	80	6/23/2010	6/29/2010	$160.00		$1,000.00						$1,160.00
Modern Family	328	6/17/2010	6/17/2010		$14,000.00							$14,000.00
Modern Family	329	6/17/2010	6/17/2010		$29,200.00							$29,200.00
Modern Family	330	6/17/2010	6/17/2010		($100.00)							($100.00)
Modern Family	331	6/17/2010	6/23/2010	$1,500.00								$1,500.00
Modern Family	332	6/17/2010	6/30/2010	$1,595.00	$14,000.00			$54.00			$25.00	$15,624.00
Modern Family	343	6/22/2010	6/28/2010	$500.00								$500.00
Modern Family	345	6/22/2010	6/28/2010	$500.00								$500.00
Modern Family	348	6/22/2010	6/28/2010	$100.00								$100.00
Modern Family	350	6/22/2010	6/28/2010	$100.00								$100.00
Modern Family	355	6/25/2010	7/8/2010	$1,340.00	$68.00					$60,250.00		$61,658.00
Modern Family	363	6/25/2010	7/1/2010	$1,000.00								$1,000.00
			Totals	$17,675.00	$58,802.00	$17,000.00		$74.00		$76,750.00	$116.44	$170,184.56

Revenue Generated Reports

The data used to reflect the revenue generated is from confirmed invoices. A breakdown of all types of revenue (rentals, sales, loss, etc) will be displayed with individual totals and report totals. The summary report will summarize all invoices from the chosen field (above), while the detail report will list the individual invoices used to calculate the revenue generated. You may summarize the report with Parent, Production, Production Type, Project, Salesperson, Customer Contact or Job Component.



Options:

Creation Date Range – To filter report to show only records between dates, use these options. If only begin date is entered, system includes all records after begin date and ignores all records before that date. If only end date is entered, system includes all records before end date and ignores all records beyond that date.

Master – Select Master to limit report to show only parents for selected Master. Leave this option blank to show results for all Masters.

Note: This option will change based on your report type selection from menu and it will be filtered for the same report type such as filter by master for report by Revenue Generated by master report.

Location – If you are using the multi-location feature, you can filter report results to a specified location.

Currency – If you are using the multi-currency feature, you can select the currency to print values for it.

Note: You can include all records in report or select to print all invoices, uploaded or non-uploaded invoices.

Example:

Rental Tracker Pro - RTI Studios
Revenue Generated Report By Customer

Date/Time: 10/10/2010 2:42:02 PM **Page:** 1 of 1

Location: LOSANGELES
Creation Date Range: 1/1/2010 - 10/10/2010
Format: Summary
Location: LOSANGELES
Currency: USD

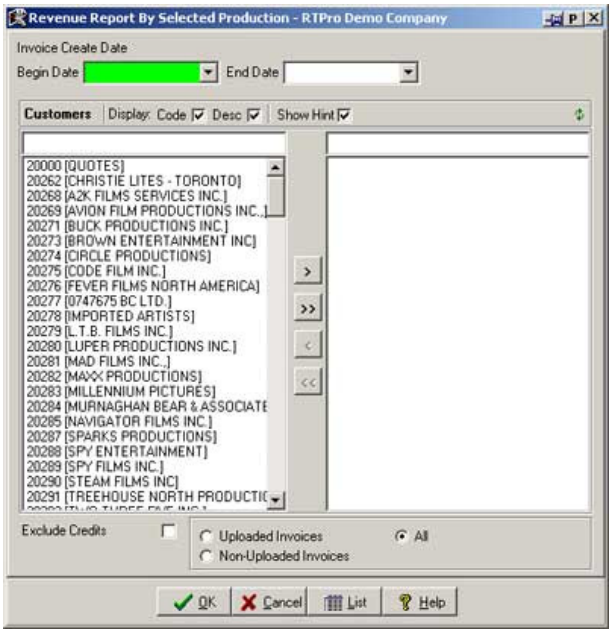
Customer Code	Customer Name	Rental	Sales	Loss	Damage	Shipping	Misc	Total
AMERFILM	American Film Institute	$37,275.00						$37,275.00
AR2	AR Customer 2						$50.00	$50.00
CASH	Cash Customer		$1,000.00					$1,000.00
COUGARTO	Abc	$3,310.00	$1,000.00					$4,310.00
GETSMART	Paramount Pictures	$6,480.00						$6,480.00
MIDDLE	ABC		$200.00					$200.00
MODERNFA	ABC Studios	$24,168.00	$2,521.75	$500.00	$2,600.00	$100.00	$356.74	$30,246.49
TREASURE	DisneyStudios	$47,932.50						$47,932.50
	Report Totals	$119,165.50	$4,721.75	$500.00	$2,600.00	$100.00	$406.74	$127,493.99

Revenue Report By Selected Production

The data used to reflect the revenue generated is from confirmed invoices. An individual invoice totals for a selected production and a report totals will be displayed.

Creation Date Range – To filter report results to show only records between dates, use these options. If only begin date is entered, system includes all records after begin date and ignores all records before that date. If only end date is entered, system includes all records before end date and ignores all records beyond that date.

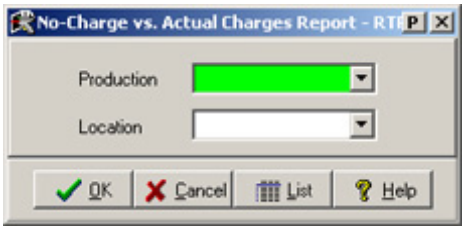
Note: You can include all records in report or select to print all invoices, uploaded or non-uploaded invoices.



No-Charge versus Actual Charges Report

This report prints out orders that are marked as no charge. The information referenced is if the order were a regular bill order what the billable charges would be.

The revenue generated as of today is based upon the 1st billing cycle and does not include extended rentals.

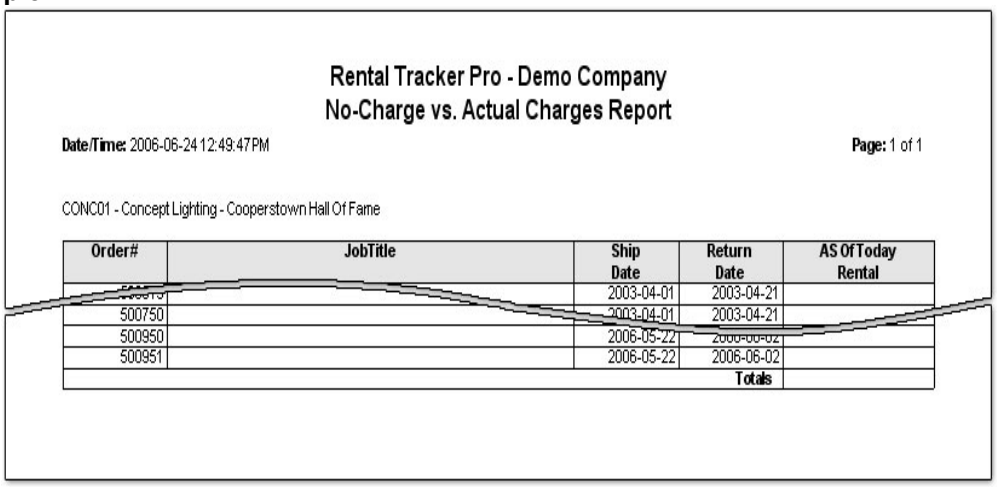


Options:

Production – Select production to limit report to show only orders for this production. Leave this option blank to show result for all productions.

Location – If you are using the multi-location feature, you can filter report results to a specified location.

Example:



Rental Tracker Pro - Demo Company
No-Charge vs. Actual Charges Report

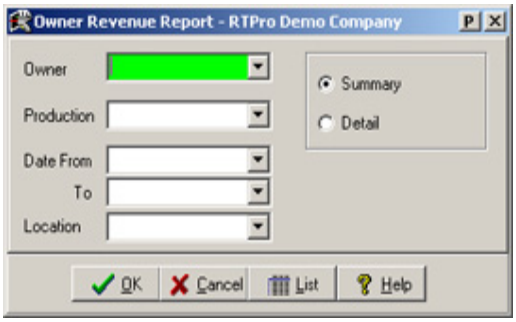
Date/Time: 2006-06-24 12:49:47PM **Page:** 1 of 1

CONC01 - Concept Lighting - Cooperstown Hall Of Fame

Order#	JobTitle	Ship Date	Return Date	AS Of Today Rental
[illegible]		2003-04-01	2003-04-21	
500750		2003-04-01	2003-04-21	
500950		2006-05-22	[illegible]	
500951		2006-05-22	2006-06-02	
			Totals	

Owner Revenue

This report is used mostly for keeping track of consignments. If the inventory items belong to a 3rd party owner, then this report will show how much revenue these items have generated.



Options:

Owner - Select owner name to filter results for that owner. You should select an Owner to view this report.

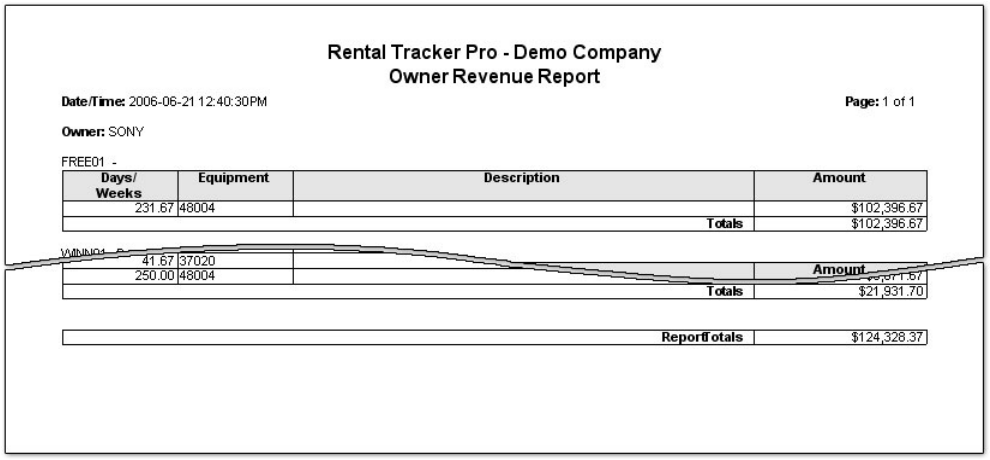
Production – Select production to limit report to show only orders for this production. Leave this option blank to show result for all productions.

Date Range – To filter report results to show only records between dates, use these options. If only begin date is entered, system includes all records after begin date and ignores all records before that date. If only end date is entered, system includes all records before end date and ignores all records beyond that date.

Location – If you are using the multi-location feature, you can filter report results to a specified location.

Report Format – You can choose to include more details in your report by selecting detail or include less information by selecting summary.

Example:



Rental Tracker Pro - Demo Company
Owner Revenue Report

Date/Time: 2006-06-21 12:40:30PM **Page:** 1 of 1

Owner: SONY

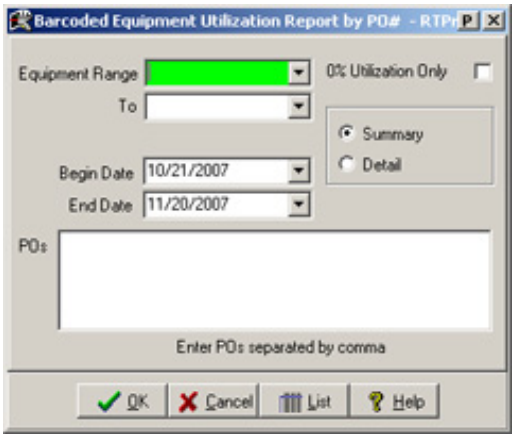
FREE01 -

Days/ Weeks	Equipment	Description	Amount
231.67	48004		$102,396.67
		Totals	$102,396.67

			Amount
41.67	37020		
250.00	48004		
		Totals	$21,931.70

Report Totals	$124,328.37

Barcoded Equipment utilization Report by PO#



This report shows how often Barcoded items have been rented (Utilized) and how much revenue these items have generated against inventory attached to a PO. You should select at least one PO to view this report.

Options:

Equipment Range – You can limit the range of equipment displayed in report by selecting begin and ending equipment. Leave these fields blank to show all equipment.

Date Range – To filter report results to show only records between dates, use these options. If only begin date is entered, system includes all records after begin date and ignores all records before that date.
If only end date is entered, system includes all records before end date and ignores all records beyond that date.

PO – Enter Purchase Order numbers here to filter results of report by entered PO numbers. You should enter at least one PO to include in report.

$0 utilizations only – If you want to see which items in your store which were never rented, check this checkbox.

Report Format – You can choose to include more details in your report by selecting detail or include less information by selecting summary.

Example:

Rental Tracker Pro - RTI Studios
Barcoded Equipment Utilization Report by PO#

Date/Time: 10/10/2010 3:02:54 PM **Page:** 1 of 1

Date Range: 1/1/2009 - 10/10/2010
Format: Summary

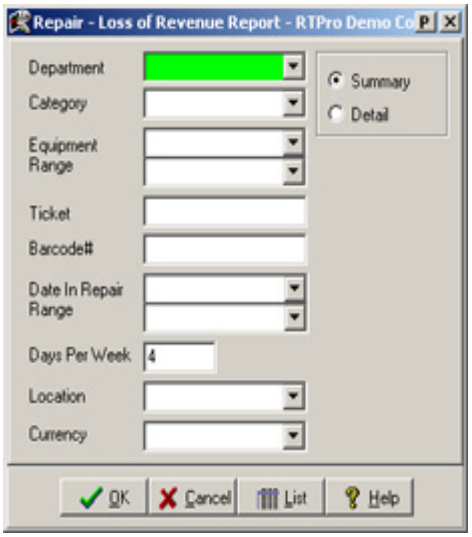
PO#: 1023

Equip Code	Description	Qty Own	Days Avail	Days Rented	Days in Repair	Util%	Days Billed	Revenue
14000	18K Alpha Head	7	4536	3753	440	82.00	1821	$79,693.26
	POTotals	**7**	**4536**	**3753**	**440**		**1821**	**$79,693.26**

PO#: T4322

Equip Code	Description	Qty Own	Days Avail	Days Rented	Days in Repair	Util%	Days Billed	Revenue
BUGBBKHS	800W Bug-A-Beam Back Housing (Upper)	3	1944	336		17.00	91	$19.50
BUGBLBAT	800W Bug-A-Beam Leko Barrel Attachment (Low	5	3240			0.00	0	
JBUGPOWER	800W Joker/Bug Power Supply	6	3888			0.00	0	
JOKER800HD	800W Joker/Bug Head	7	4536	649		14.00	294	$1,890.00
	POTotals	**21**	**13608**	**985**			**385**	**$1,909.50**

Repair / Loss of revenue



This report shows how much revenue was lost because the items were in repair.

Note: This report does not calculate future loss of Revenue. Therefore, if the item is not out of repair yet, then program calculates loss of the revenue up to today.

Options:

Department – Select department to limit report to show only items for this department. Leave this option blank to show result for all departments.

Category – Select category to limit report to show only items for this category. Leave this option blank to show result for all categories.

Equipment Range – You can limit the range of equipment displayed in report by selecting begin and ending equipment. Leave these fields blank to show all equipment.

Ticket – Enter Ticket number here to limit report results to entered ticket number.

Barcode – Enter Barcode number here to limit report results to one barcode.

Date in Repair Range – To filter report results to show only records between dates, use these options. If only begin date is entered, system includes all records after begin date and ignores all records before that date. If only end date is entered, system includes all records before end date and ignores all records beyond that date.

Days Per Week - Enter Pay Days per week here to calculate results based on these paydays.

Location – If you are using the multi-location feature, you can filter report results to a specified location.

Example:

Rental Tracker Pro - Demo Company
Repair - Loss of Revenue Report

Date/Time: 2006-06-20 3:16:18PM **Page:** 1 of 1

DaysPerWeek: 1
Location: LA
Currency: US

Equipment Code	Description	DailyRate	Extended
00005	ARRI 12/18K HEADd	550	$4,400.00
00005	ARRI 12/18K HEADd	550	$1,100.00
56000	C-CLAMP 8" W/ BABY PIN	3.5	$798.00
57010	PARALLEL SET 6'	60	$600.00
		SubTotal	$168,725.48

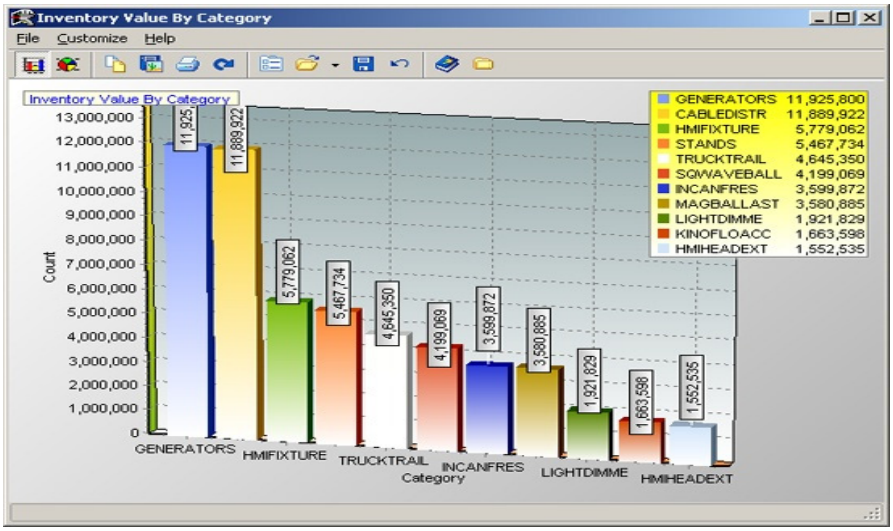
Statistical Graphs

There are several reports that you can review in pie or bar chart. This feature operates a bit differently than the other reports. When you click on the Statistical Graphs dropdown and then on RTPro Statistical Graphs (or press CTRL-G), you will come to the Statistical Graphs screen. Click "Select Graph" Dropdown. The following reports are available:

Inventory Value by Category

This graph shows a breakdown of the purchase amount of rental items by Category.

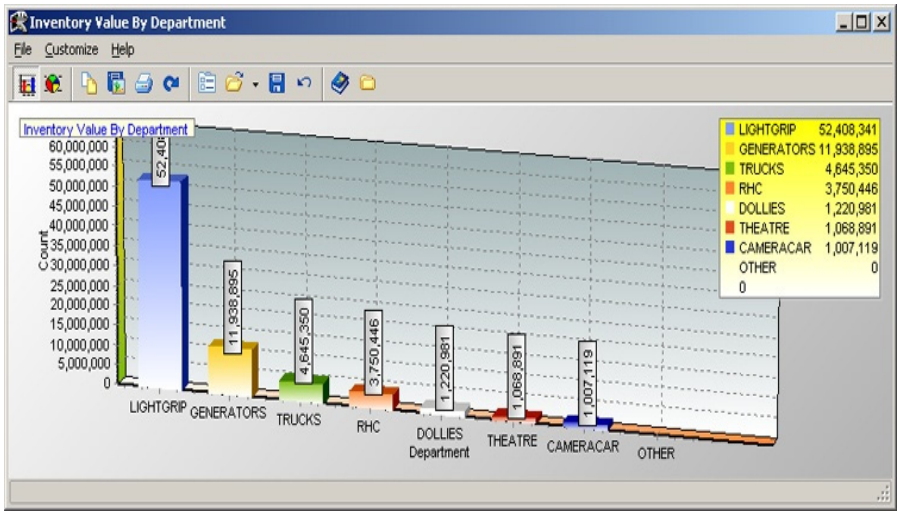
Example:



Inventory Value by Department

This graph shows a breakdown of the purchase amount of rental items by Department.

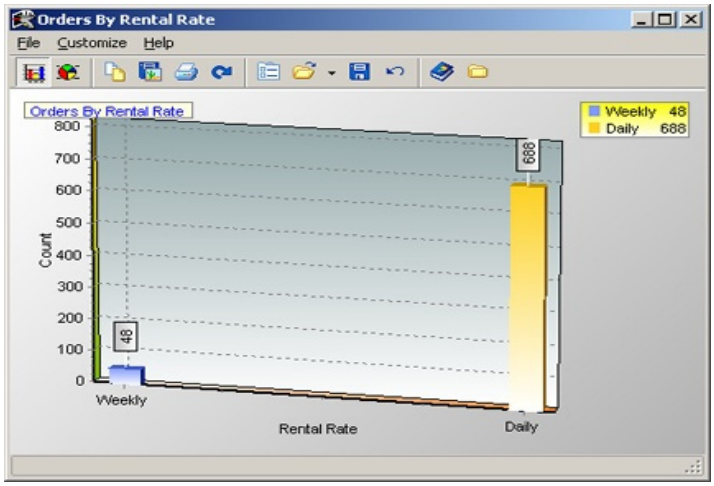
Example:



Orders by Rental Rate

This graph breaks up the orders by the rental rate. The possible rental rates are either weekly or daily.

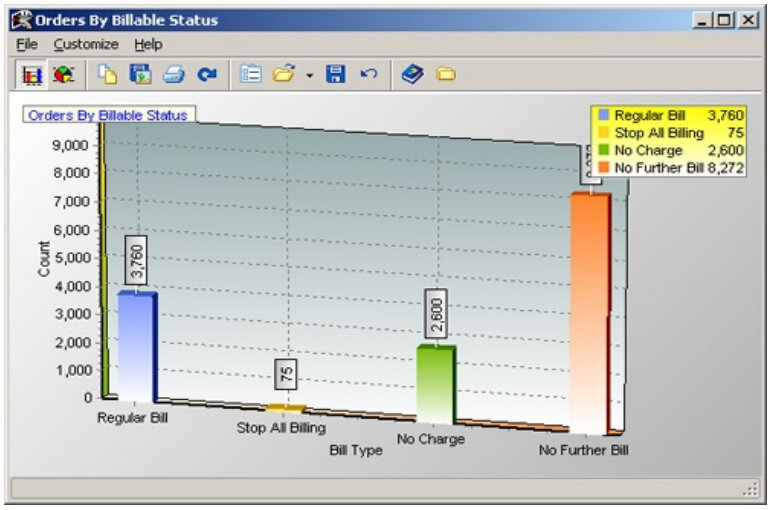
Example:



Orders by Billable Status

This graph breaks up the orders by the billable status. The possible billable statuses are Regular Bill, No Charge, and No Further Bill.

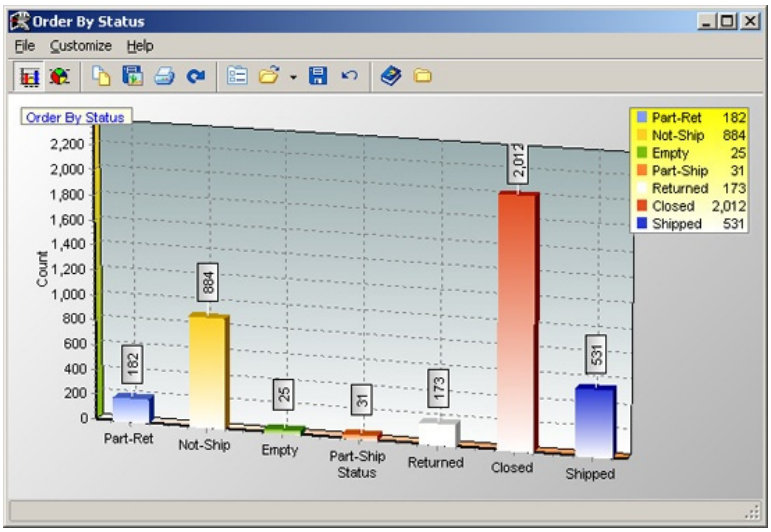
Example:



Orders by Status

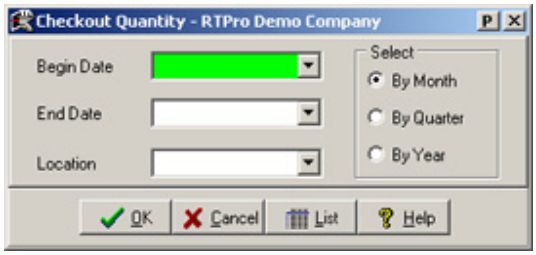
These graphs will breakup the orders by the order status. The possible statuses are Active, Closed, Empty, Not-Shipped, Part-Returned, Part-Shipped, Returned, Sales and Shipped.

Example:

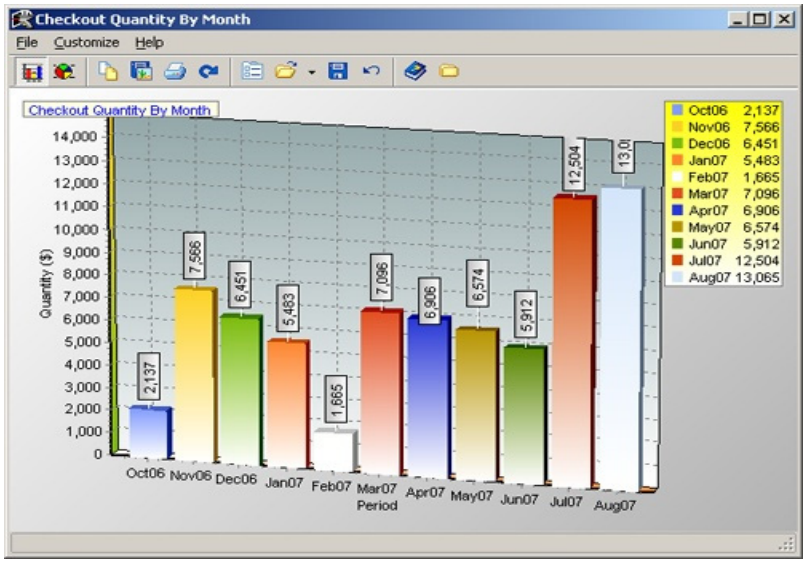


Checkout Quantity

To track activity in the shop, this graph will display the number of items that are checked out for the selected period.
Checkout Quantity by Month
Checkout Quantity by Quarter
Checkout Quantity by Year

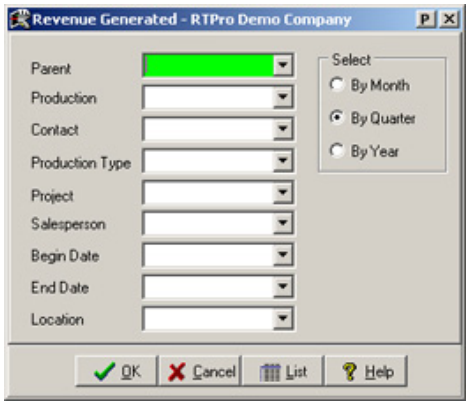


Example:

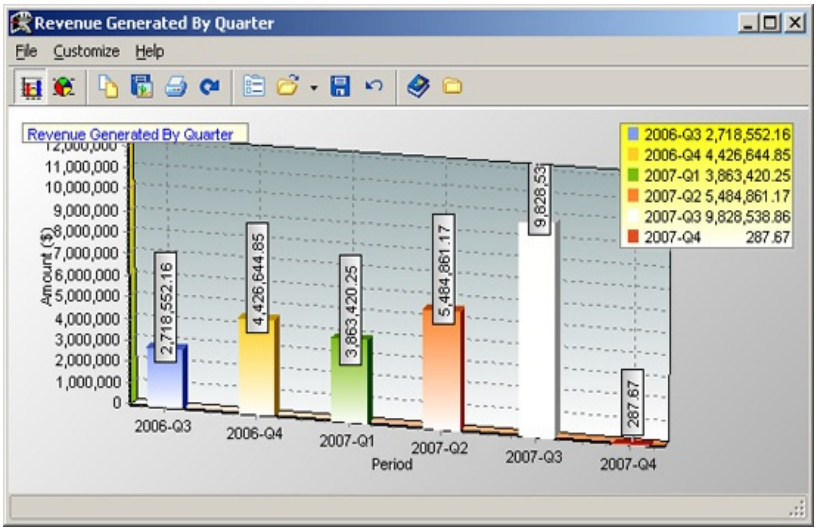


Revenue Generated

Like the Revenue Generated Reports, the data used to reflect the revenue generated is from confirmed invoices.
Generated by Month
Generated by Quarter
Generated by Year

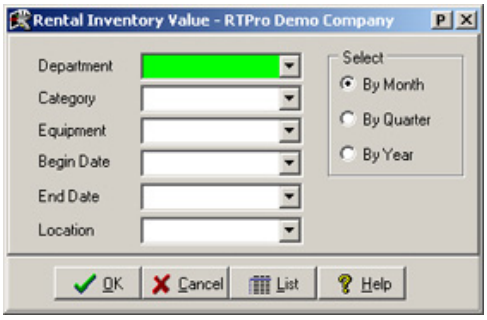


Example:

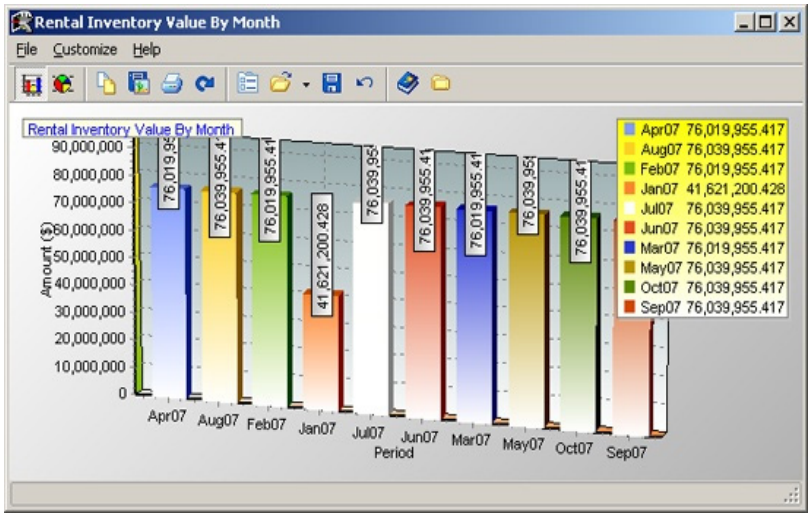


Rental Inventory Value

This report shows the value of any equipment in your inventory during any particular period. You may choose to see rental value by Month, Year or by Quarter. You can filter the result by Department, Category, Equipment, Date range and Location.

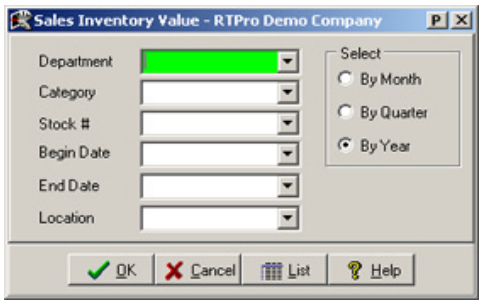


Example:



Sales Inventory Value

This report shows the value of any equipment in your sales inventory during any particular period. You may choose to see rental value by Month, Year or by Quarter. You can filter the result by Department, Category, Stock#, Date range and Location.



View Options Icons

After you have selected a graph from the library, you may adjust the layout of the graph using the icons on the tool bar. Click on the icon to view the selected design.

Pie Chart

Vertical Bar Chart

Show 2 Dimensional

Show 3 Dimensional

Vertical Bar Chart Options

When viewing a graph using the Vertical Bar Chart, you may adjust the layout using one of these options.

Show the Graph Orthogonal or Perspective (this icon will toggle between the two choices)

Zoom Extent (this will return the graph to its original layout after Zoom In or Zoom Out)

Zoom In

Zoom Out

Chapter

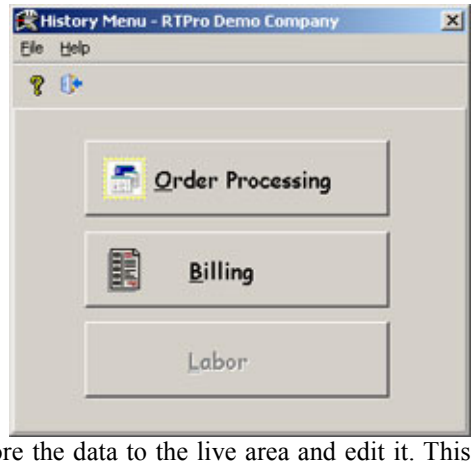
10

History

In This Chapter:

Introduction to History
Restore Production from History
Restore Quotes or Orders from History
Restore Invoices from History
Move Production, Orders, Invoices and Quotes to History

Introduction to History

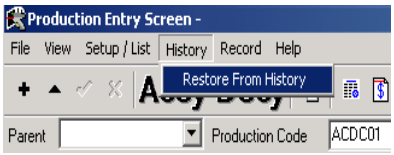


To keep the program running fast, certain group of information like Productions, Orders, Invoices and Payments are archived into the History section of the program. Records are moved to the History by running the Month End Close process from the Administration Module.
To access the records that are moved to the History you need to select Order Processing, Billing or Labor from the History Menu.
RTPro's user interface in these three sections is similar to the Order Processing, Billing and Labor module in the live section of the program. The only difference is that the background of the main screens is dark gray instead of light gray and the data in the History section is not editable.

In order to edit data that is in History, you first need to restore the data to the live area and edit it. This will be discussed in the following sections.

Restore Production from History

To restore a Production from the history section to the live area



From the History module, click on the Order Processing button, select the production and go to the Production Entry Screen using View/Edit Production. From the History dropdown menu select "Restore From History". Subsequently, the system will move the selected production from the history to the live area.

Restore Quotes or Orders from History

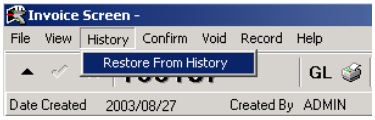
Two ways to restore Quotes or Orders from History to Live

1. In History Menu, select an order that is moved to history in Order Processing section then select "Move Order to Live" from Order menu.
2. In History Menu, select an order in Order Processing section then go to History menu on Order Header Screen and select "Restore from History".

Remember that, since an order is stored in History, it is impossible to reach this order from the main Order Processing Menu. If you attempt to use an order that is moved to History from main Order Processing Menu, you will receive the following error message.

Restore Invoices from History

To restore an Invoice from history section to the Live area



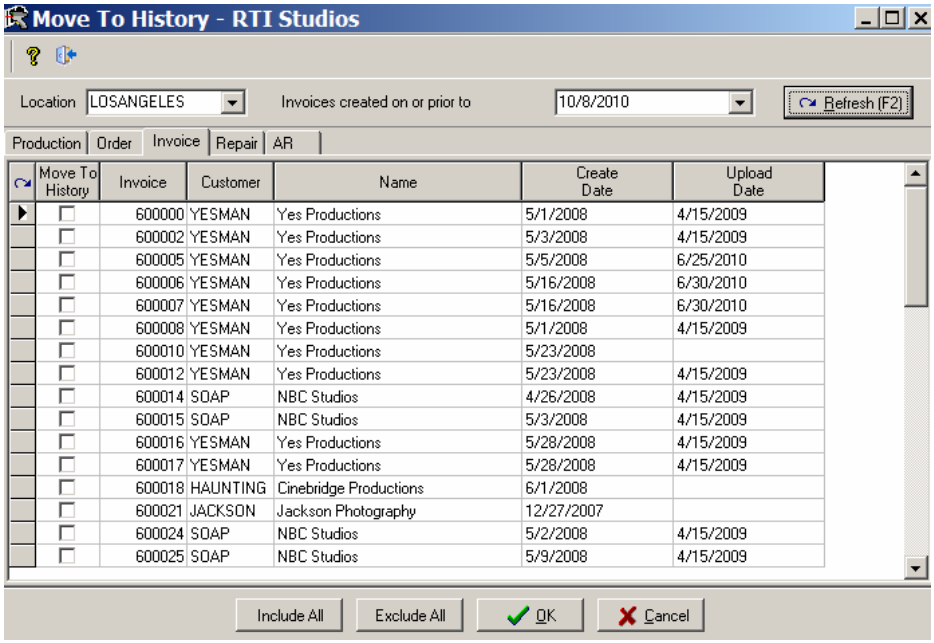
From History module click on the Billing button, select the desired invoice from Listing menu and go to the Invoice Screen. Through the Invoice Screen select "Restore from History" option under History submenu on the top section of the screen. Afterwards, the system will restore selected invoice from History and move it to live area.

Note: You may be able to go to Invoice Screen by double clicking on the selected invoice from Invoice List screen.

Move Production, Orders, Invoices and Quotes to History

For moving Orders, Invoices and Quotes, you should go to Administration Menu and select Move and then move to history.

To keep the program running fast, certain groups of information like Productions, Orders, Invoices, Repairs and Payments that are closed can be moved to history area. Enter company location and the as of date, then press Refresh button. All items with their last activities will be listed. Check mark "Move To History" Column for each item individually or press "Include All" to select all items and press Ok to move items to history. Individual tables can be moved by clicking on the tab, Production, Order, Invice, Repair or AR, entering in the date and hitting refresh. Records can be included in the move or excluded in the move to history.



Move To History	Invoice	Customer	Name	Create Date	Upload Date
☐	600000	YESMAN	Yes Productions	5/1/2008	4/15/2009
☐	600002	YESMAN	Yes Productions	5/3/2008	4/15/2009
☐	600005	YESMAN	Yes Productions	5/5/2008	6/25/2010
☐	600006	YESMAN	Yes Productions	5/16/2008	6/30/2010
☐	600007	YESMAN	Yes Productions	5/16/2008	6/30/2010
☐	600008	YESMAN	Yes Productions	5/1/2008	4/15/2009
☐	600010	YESMAN	Yes Productions	5/23/2008	
☐	600012	YESMAN	Yes Productions	5/23/2008	4/15/2009
☐	600014	SOAP	NBC Studios	4/26/2008	4/15/2009
☐	600015	SOAP	NBC Studios	5/3/2008	4/15/2009
☐	600016	YESMAN	Yes Productions	5/28/2008	4/15/2009
☐	600017	YESMAN	Yes Productions	5/28/2008	4/15/2009
☐	600018	HAUNTING	Cinebridge Productions	6/1/2008	
☐	600021	JACKSON	Jackson Photography	12/27/2007	
☐	600024	SOAP	NBC Studios	5/2/2008	4/15/2009
☐	600025	SOAP	NBC Studios	5/9/2008	4/15/2009

Chapter

11

Account Receivable

In This Chapter:

Apply Payments to Invoices
Payment List
Create Credit Memo
Credit Memo List
Reports

Understanding the AR menu layout

In the Account Receivable module, users can manage the payments received from customers and apply each payment to one or more invoices. AR module also provides the information needed to tighten the control over customer's accounts. This module may be used as a standalone module or interfaced with the General Leger or Invoicing section.

Note: Each payment can only be applied to invoices from one customer.

Payment

New Payment

RTPro's New Payment section allows users to add a new payment into the system. To run this feature, select New Payment from Payment menu or you can accomplish the task with a single click of a toolbar icon.

Definition of New Payment fields

Production

You should select one production for each new payment and you can assign this payment only to invoices of that production. After selecting a valid production and pressing enter on this field, the program retrieves all the invoices that are not fully paid in a listing. If you do not see any records listed, it indicates that this production does not have any unpaid invoices at this time.

Payment Date

This is the date that the payment is applied to the system. By default, this date is the system date. However, you can change the date. Let us say that you received a payment on Friday, but you are too busy to apply it on Friday, and on Monday morning, you want to post the payment with Friday's date. In this case, you will backdate the Payment Date. Note, if you make a mistake in entering this date, and apply the payment to invoices, system does not allow you to change the date. In this case, you need to void the payment and enter a new payment.

Payment Type

By default, the system allows for various types of payment options. You may select to add additional types of payment options in the lookup table. For example, Check or Cash.

Check No.

If the payment is made by check (personal check or company check), enter the check# in this box.

GL Account

Select a GL Account for Cash Received from General Ledger Lookup table. This value automatically is inserted from the Default Payment GL from the system setup screen. RTPro does not allow a single payment to distribute into more than one Payment GL.

Location

If your company is multi location, from Location Lookup table, select the location where the payment is received.

Received

"Received" field is allocated for the amount of received payment.

Notes

Here you can insert any extra information about this specific payment.

Apply Payments to Invoices

After entering the payment information, described above, you can apply it to one or many invoices on a particular production. You have few options:

If this payment is received prior to an invoice generated, you can simply leave the payment screen after posting the payment, without applying it to any invoice, and apply payment to an invoice later.

Apply to this Invoice

You can apply the payment to one invoice, by positioning the cursor on the desired invoice, then click on the "Apply to this Invoice" icon or select "Apply One" under the Apply menu bars (F2). Program will apply the payment to this invoice. If the amount of the invoice is more than the payment received, the invoice will not close and will show up in your list of unpaid invoices the next time you post a payment for this production. If the amount of payment is more than the invoice amount, you will have some remaining balance on the payment and you can apply it to another invoice, or you can leave it to apply later.

Quick Apply

If you receive a large payment that should be applied to many invoices for this production, RTPro provides a quick way for applying the payment to the unpaid invoices. To do this, select "Quick Apply" from Apply menu or simply click on its icon in the toolbar, (F5). When doing this, you do not need to be on any specific record. When the Quick Apply is performed, RTPro starts applying the received payment to the invoices in the list starting from the first invoice. It will move down the list and continue applying the payment until the entire payment amount has been applied or there are no more invoices left for the amount to apply to. In the later case, the payment will be marked as partially applied.

Clear All Amount Applied

If you want to rollback the application of the payment to the invoices, click on "Clear All Amount Applied" icon.

Note: This action will mark the invoices unpaid, and the payment amount unapplied.

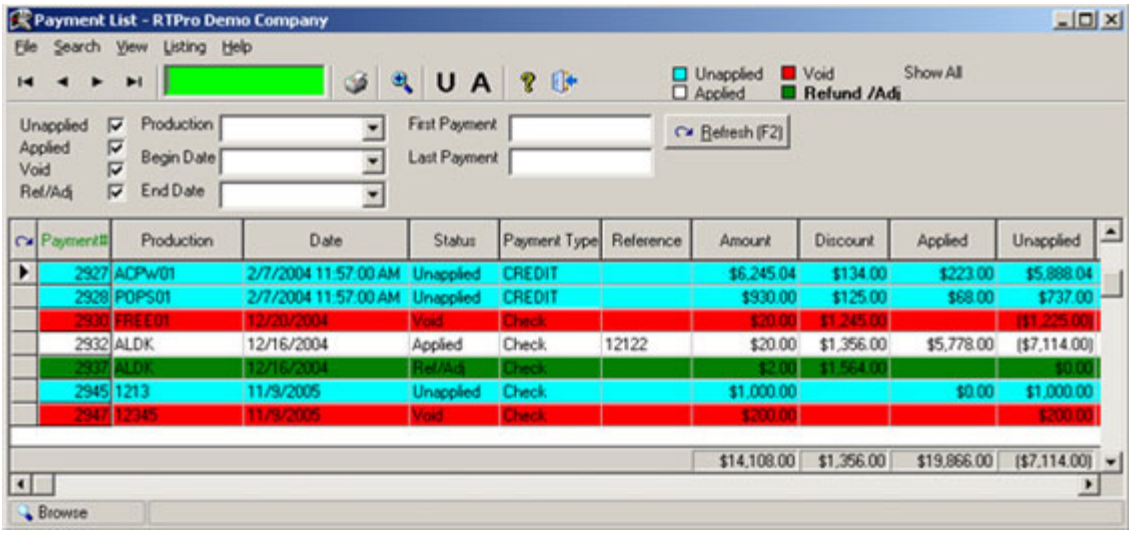
Search by invoices

In payment screen, users can search for an invoice to apply a payment to. For this action, users must click on "Search by Invoice#" icon in the toolbar and enter in the invoice number in appeared box. After entering the invoice number, system will automatically change the payment screen according to search result.

Note: In the Payment Screen, when a new payment is added and the entire amount is not applied, program adds 2 records for credit and debit in General Ledger Transaction table. The GL Account of these records comes from "Unapplied Credit GL Account" and "Unapplied Debit GL Account" fields in the System Setup. Refer to System Setup.

Payment List

RTPro lets users manage all payments on payment list page. For viewing this page, select Payment List from Payment menu or hit its icon on the toolbar. In this section, users can see filter payments by a status. In this list, the status is separated by color. To filter by the payment status, select any desired option from the "Listing" menu. Each menu option will list the payment status according to selection. To see Applied or Unapplied payments, use their own icons from the toolbar.


Payment List - RTPro Demo Company
File Search View Listing Help
Unapplied Void Show All
Applied Refund /Adj
Unapplied Production First Payment Refresh (F2)
Applied Begin Date Last Payment
Void End Date
Rel/Adj
Payment# Production Date Status Payment Type Reference Amount Discount Applied Unapplied
2927 ACPW01 2/7/2004 11:57:00 AM Unapplied CREDIT $6,245.04 $134.00 $223.00 $5,888.04
2928 POPS01 2/7/2004 11:57:00 AM Unapplied CREDIT $930.00 $125.00 $68.00 $737.00
2930 FREE01 12/20/2004 Void Check $20.00 $1,245.00 ($1,225.00)
2932 ALDK 12/16/2004 Applied Check 12122 $20.00 $1,356.00 $5,778.00 ($7,114.00)
2937 ALDK 12/16/2004 Rel/Adj Check $2.00 $1,564.00 $0.00
2945 1213 11/9/2005 Unapplied Check $1,000.00 $0.00 $1,000.00
2947 12345 11/9/2005 Void Check $200.00 $200.00
$14,108.00 $1,356.00 $19,866.00 ($7,114.00)
Browse

In this list, different colors are used to distinguish each payment type. You may observe Unapplied payments in Blue, Applied payments in White, Void payments in Red and Refund/Adjustment payments in Green.

Changing Payment Status

In order to change payment status, right click on each payment that you want to change and click on the appropriate status that you want. The status is described in the following section:

Cancel Payment Application

This item can be selected only for applied payments. After selecting this item, status of selected payment will change to unapplied but it leaves the payment intact so it can be reapplied.

Note: After canceling payment application, all paid invoices by cancelled payment, will roll back to unpaid status.

Void Payment

This option undoes the application of this payment to the invoices, and deletes the payment. A window will then popup to verify the confirmation of this action, selecting "yes" will change the status of selected payment to "void".

Apply Payment

This option is available only for unapplied or a refund/adjustment payment. After selecting "Apply Payment", Payment List screen will appear. You can apply selected payment to listed invoices.

View Payment Application

For viewing payment application, right-click on selected payment and click on "View Payment Application", payment screen will appear with disabled options that only inform you about payment specifications.

Note: Double click on each payment and it will also display the payment application.

Apply Refund/Adjustment

Whenever you want to change the status to refund/Adjustment, you should right click on each payment and select "Apply Refund/Adjustment", a box will appear and will request a Debit GL Account and Credit GL Account.

Note: Only unapplied payments can be changed to Refund/Adjustment.

Undo Refund/Adjustment

This option cancels Refund/Adjustment and changes the status to Unapplied.

Change Refund / Adjustment Transaction Date

This option will change the date of Refund / Adjustment transaction for the selected payment.

Create Credit Memo

C You may establish a credit memo for a production through the Invoice Screen. Select this option from Payment menu or click on its icon in AR module.

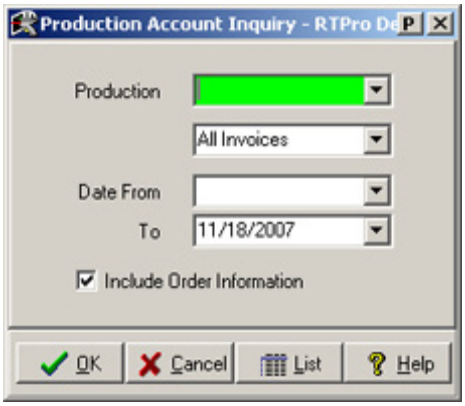
Credit Memo List

This option will return a list of all "Credit Memo" relevant to selected production.

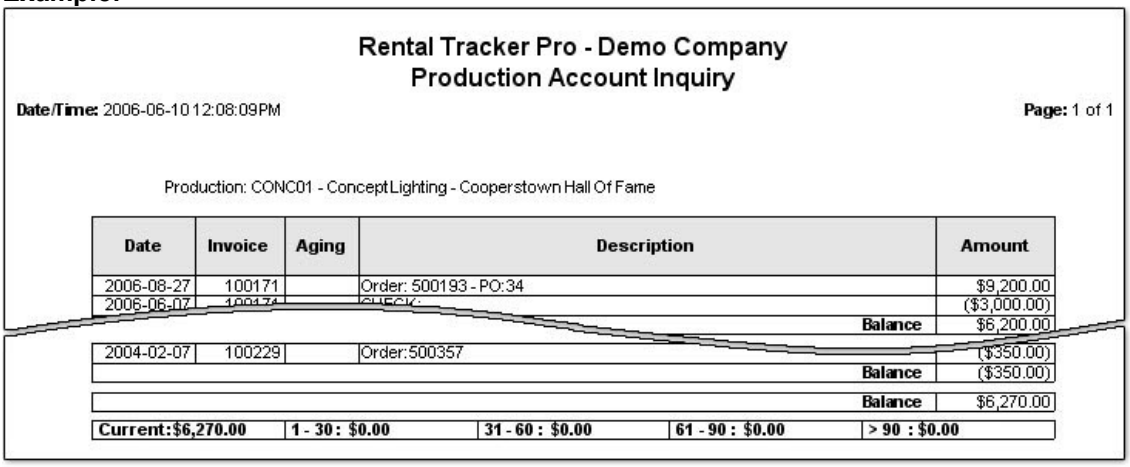
Reports

Production Account Inquiry

With this report, you can select a production and see its balance in detail. According to this report, each invoice regarding the selected production, amount of this invoice, payment type and finally the complete balance of the production can be seen. Each invoice is represented in a separate table. To track invoices for a production, choose a production from lookup table. There is an option here to filter the report to show Open Invoices or All Invoices. By choosing All Invoices, this report can be filtered using a date range. In this case, only invoices, which are created in the date range, will appear. Select "Include Order Information" to print out brief information about orders.



Example:



Rental Tracker Pro - Demo Company
Production Account Inquiry

Date/Time: 2006-06-10 12:08:09PM **Page:** 1 of 1

Production: CONC01 - Concept Lighting - Cooperstown Hall Of Fame

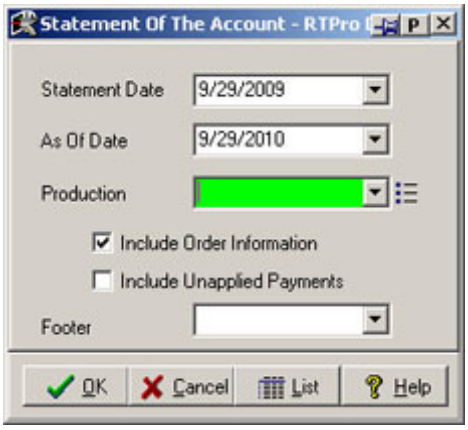
Date	Invoice	Aging	Description	Amount
2006-08-27	100171		Order: 500193 - PO:34	$9,200.00
2006-06-07	100174		CHECK	($3,000.00)
			Balance	$6,200.00
2004-02-07	100229		Order:500357	($350.00)
			Balance	($350.00)
			Balance	$6,270.00

Current:$6,270.00	1 - 30 : $0.00	31 - 60 : $0.00	61 - 90 : $0.00	> 90 : $0.00

Print Statements by Production

In this report, users can select single or multiple productions to see the statement of transactions due to a particular date interval. Select the Statement Date and the As Of Date from the system calendar.
To include the order information and unapplied payment in the report, click their checkboxes.

You may see a result that looks like the following table:



Example:

RTI Studios

12481 Tejas Court
Rancho Cucamonga, CA 91739
888-595-8041

Statement
10/10/2010

Page: 1

To : ABC Studios
2222 Burbank Blvd.
Burbank CA, 91111

MODERNFAM - Modern Family

Date	Transaction	Amount	Balance
1/1/2010	Balance Forward		
6/17/2010	Invoice #670063	$324.75	$324.75
6/17/2010	Invoice #670064	$655.50	$980.25
6/17/2010	Invoice #670068	$546.25	$1,526.50
6/21/2010	Invoice #670072	$1,082.50	$2,609.00
6/21/2010	Payment : CHECK 111	$800.00	$1,809.00
6/21/2010	Payment : CHECK 33333	$350.00	$1,459.00
6/28/2010	Payment : CHECK	$1,000.00	$459.00
7/6/2010	Invoice #670080	$4,950.65	$5,409.65
10/8/2010	Invoice #670084	$25,154.05	$30,563.70
10/8/2010	Invoice #670086	$61.42	$30,625.12
10/8/2010	Payment : CREDIT	$409.46	$30,215.66

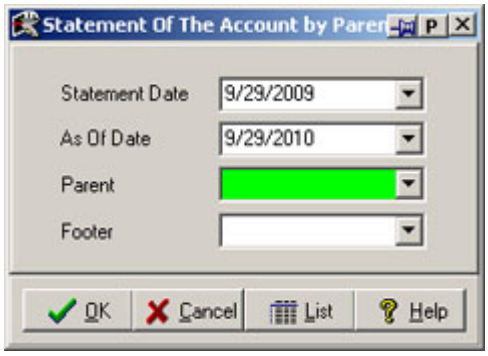
Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due	Amount Due
$25,215.47			$6,000.19	($1,000.00)	$30,215.66

AR Footer goes here

Print Statements by Parent

This report will print the statements grouping information by parent company.

The output should look something like the example:



Example:

RTI Studios

12481 Tejas Court
Rancho Cucamonga, CA 91739
888-595-8041

Statement
10/10/2010

Page: 1

To : Disney Studios
500 Buena Vista
Buena Vista Ca, 91233
USA

DISNEY

Date	Transaction	Amount	Balance
1/1/2010	Balance Forward		$926,985.55
2/7/2010	Invoice #670070	$22,237.26	$949,222.81
4/11/2010	Invoice #670079	$29,649.68	$978,872.49
6/17/2010	Invoice #670063	$324.75	$979,197.24
6/17/2010	Invoice #670064	$655.50	$979,852.74
6/17/2010	Invoice #670068	$546.25	$980,398.99
6/21/2010	Invoice #670072	$1,082.50	$981,481.49
6/21/2010	Payment : CHECK 111	$800.00	$980,681.49
6/21/2010	Payment : CHECK 33333	$350.00	$980,331.49
6/28/2010	Payment : CHECK	$1,000.00	$979,331.49
7/6/2010	Invoice #670080	$4,950.65	$984,282.14
10/8/2010	Invoice #670084	$25,154.05	$1,009,436.19
10/8/2010	Invoice #670086	$61.42	$1,009,497.61
10/8/2010	Payment : CREDIT	$409.46	$1,009,088.15

Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due	Amount Due
$25,215.47			$6,000.19	$978,772.49	$1,009,988.15

Aging Summary

This report lets you view the aging of all production accounts. The Aging Summary report shows outstanding balances arranged by production and divided into time periods. The report shows you the aging between some predefined ranges such as 1-30, 31-60, 61-90 and more than 90 days overdue. You can choose to sort this report by Production or Amount. Enter the "As of Date" and select a location if your company is multi location. Also, unapplied payment could be seen according to this report. Consider the following example:

Example:

Rental Tracker Pro - Demo Company
Account Receivable Aging Summary Report

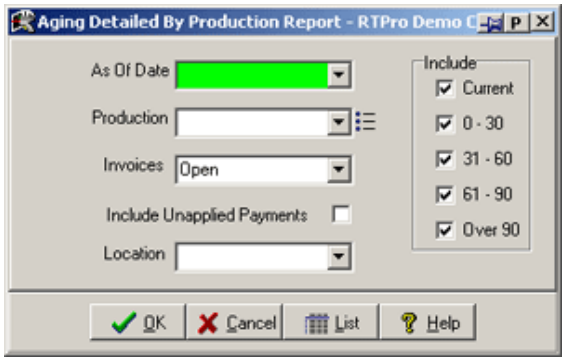
Date/Time: 2006-06-10 2:52:12 PM **Page:** 1 of 1

SortedBy: Production
Location: LA

Production	ProductionTitle	Current	1 - 30	31 - 60	61 - 90	> 90	Unapplied Payment	Balance
ACPW01	ACPower Distribution					$10,753.17	$46,022.04	($35,268.87)
ALDK	23324					$192,106.00		$192,106.00
CLAI01	Clairmont Camera, Inc.					$59,865.00		$59,865.00
COMEHOME	Come to Home Please					$90,252.26		$90,252.26
CONC01	ConceptLighting					$420.00		$420.00
DIRE01	Direct Lighting					$627.00		$627.00
ESPN	ESPN					$13,529.76	$2,866.00	$10,663.76
FREE01	FreedomWeekend Aloft					$13,575.12		$13,575.12
JAKIE	Jakie					$1,890.00		$1,890.00
LEUC01	Commercial					$91,016.00		$91,016.00
MRSP01	Mr. Spriggs Film & Video Corp.					$5,692.94	$4,711.00	$981.94
POPS01	Popson Studio Rental					$930.00	$862.00	$68.00
SHAH	Test					$17,050.00		$17,050.00
TMPR01	TM Motion Picture Equipment					$2,703.37		$2,703.37
UNIT01	United Rentals					$652.00		$652.00
WINN01	Winnercom					$243.06		$243.06
WOME01	Women'sProfessionalSoccer					$190.00		$190.00
	ReportTotals					$501,495.68	$54,461.04	$447,034.64

Aging Detail by Production

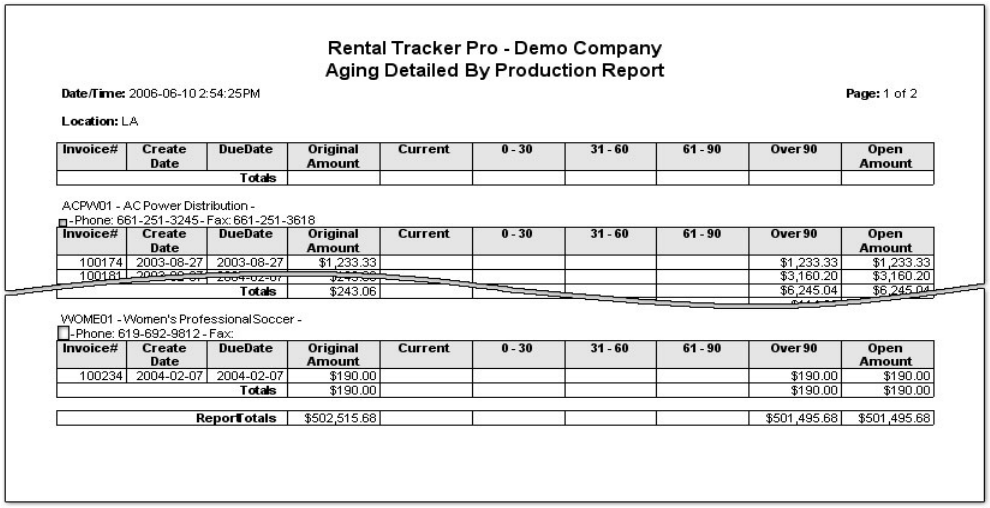
In this report, users can see the aging of each production with details such as create date or due date.
Filtering options are available to reduce the number of productions. You can select single or multiple productions. Choose to see open invoices, closed invoices or, both. Click on "Include Unapplied Payments" checkbox to put unapplied payments in the report. If your company is multi location, select a location. While doing so, you may observe a screen similar to the following example:



Note: User can see all productions in detail if the production is not selected.

Note: The report will not print the value of the columns if their Include checkbox is unchecked. If a row has no value in any of the columns that are checked, then that row will not be printed at all.

Example:



Rental Tracker Pro - Demo Company
Aging Detailed By Production Report

Date/Time: 2006-06-10 2:54:25PM **Page:** 1 of 2

Location: LA

Invoice#	Create Date	DueDate	Original Amount	Current	0 - 30	31 - 60	61 - 90	Over 90	Open Amount
		Totals							

ACPW01 - AC Power Distribution -
- Phone: 661-251-3245 - Fax: 661-251-3618

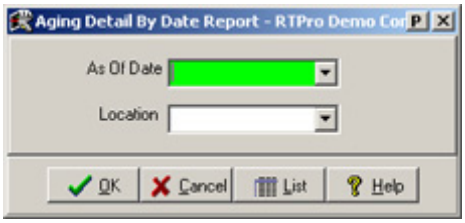
Invoice#	Create Date	DueDate	Original Amount	Current	0 - 30	31 - 60	61 - 90	Over 90	Open Amount
100174	2003-08-27	2003-08-27	$1,233.33					$1,233.33	$1,233.33
100181	[illegible]	[illegible]	[illegible]					$3,160.20	$3,160.20
		Totals	$243.06					$6,245.04	$6,245.04

WOME01 - Women's Professional Soccer -
- Phone: 619-692-9812 - Fax:

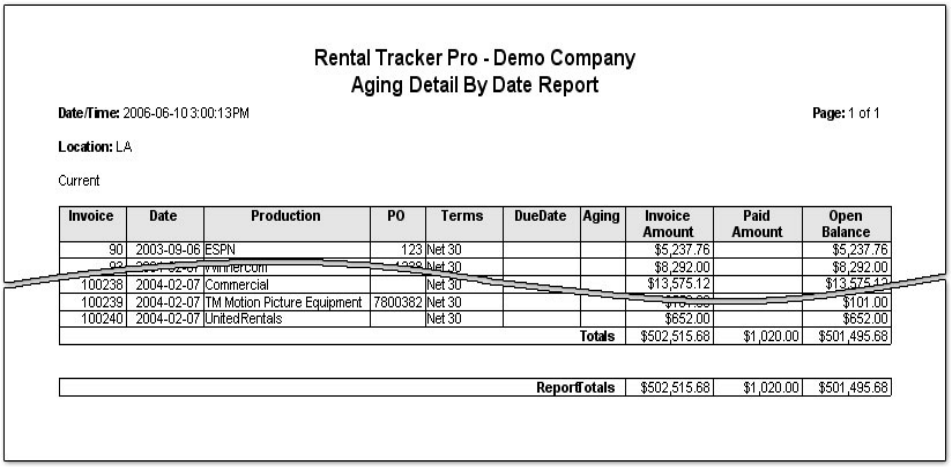
Invoice#	Create Date	DueDate	Original Amount	Current	0 - 30	31 - 60	61 - 90	Over 90	Open Amount
100234	2004-02-07	2004-02-07	$190.00					$190.00	$190.00
		Totals	$190.00					$190.00	$190.00
		ReportTotals	$502,515.68					$501,495.68	$501,495.68

Aging Detail by Date

For separating aging by period ranges, users can use this report. In this report user can see all production's details. Select a location from the lookup table if your company is multi location. The following report presents, Due date, Invoice amount, Open balance, etc.



Example:



Rental Tracker Pro - Demo Company
Aging Detail By Date Report

Date/Time: 2006-06-10 3:00:13PM **Page:** 1 of 1

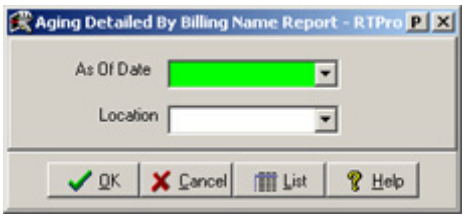
Location: LA

Current

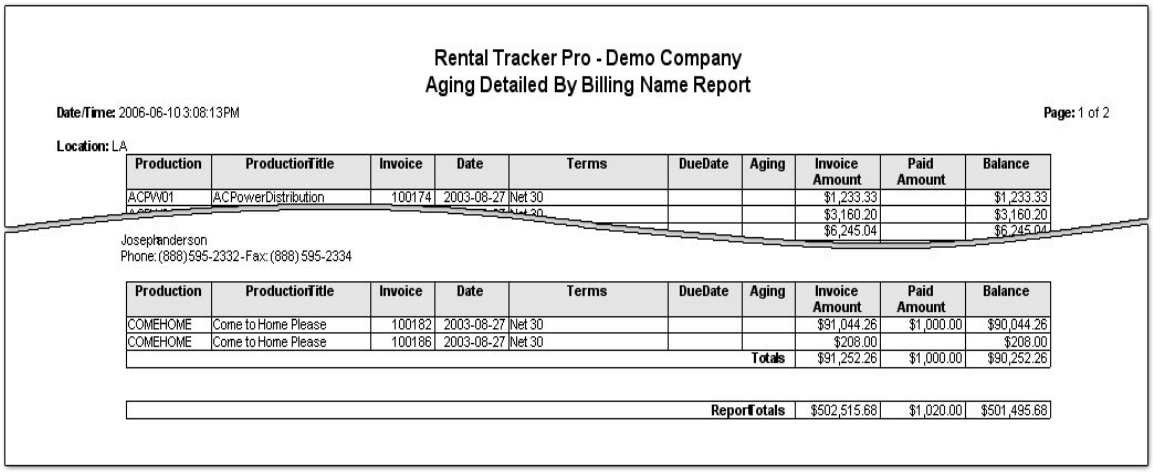
Invoice	Date	Production	PO	Terms	DueDate	Aging	Invoice Amount	Paid Amount	Open Balance
90	2003-09-06	ESPN	123	Net 30			$5,237.76		$5,237.76
99	[illegible]	winner.com	[illegible]	Net 30			$8,292.00		$8,292.00
100238	2004-02-07	Commercial		Net 30			$13,575.12		$13,575.12
100239	2004-02-07	TM Motion Picture Equipment	7800382	Net 30			[illegible]		$101.00
100240	2004-02-07	UnitedRentals		Net 30			$652.00		$652.00
						Totals	$502,515.68	$1,020.00	$501,495.68
						ReportTotals	$502,515.68	$1,020.00	$501,495.68

Aging Detail by Billing Name

This report separates invoices by billing name and shows each billing name in a separate table. Here in this report, users can see exact aging of an invoice and its terms. See the following figure:



Example:



Rental Tracker Pro - Demo Company
Aging Detailed By Billing Name Report

Date/Time: 2006-06-10 3:08:13PM **Page:** 1 of 2

Location: LA

Production	ProductionTitle	Invoice	Date	Terms	DueDate	Aging	Invoice Amount	Paid Amount	Balance
ACPW01	ACPowerDistribution	100174	2003-08-27	Net 30			$1,233.33		$1,233.33
							$3,160.20		$3,160.20
							$6,245.04		$6,245.04

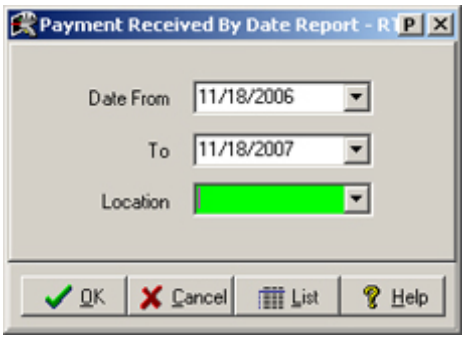
Josephanderson
Phone: (888) 595-2332 - Fax: (888) 595-2334

Production	ProductionTitle	Invoice	Date	Terms	DueDate	Aging	Invoice Amount	Paid Amount	Balance
COMEHOME	Come to Home Please	100182	2003-08-27	Net 30			$91,044.26	$1,000.00	$90,044.26
COMEHOME	Come to Home Please	100186	2003-08-27	Net 30			$208.00		$208.00
						Totals	$91,252.26	$1,000.00	$90,252.26

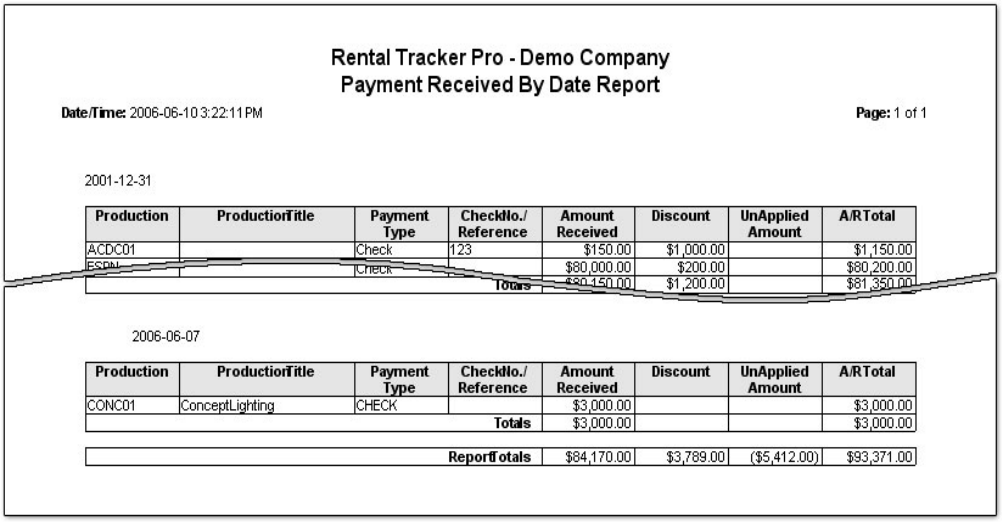
ReportTotals	$502,515.68	$1,020.00	$501,495.68

Payment Received By Date

The report will list all payments that are received within the date range. The report separates payment by date and shows the production to which the payment has been assigned. The total amount of payments can be reviewed at the bottom of this report.



Example:



Rental Tracker Pro - Demo Company
Payment Received By Date Report

Date/Time: 2006-06-10 3:22:11 PM **Page:** 1 of 1

2001-12-31

Production	ProductionTitle	Payment Type	CheckNo./ Reference	Amount Received	Discount	UnApplied Amount	A/RTotal
ACDC01		Check	123	$150.00	$1,000.00		$1,150.00
ESPN		Check		$80,000.00	$200.00		$80,200.00
			Totals	$80,150.00	$1,200.00		$81,350.00

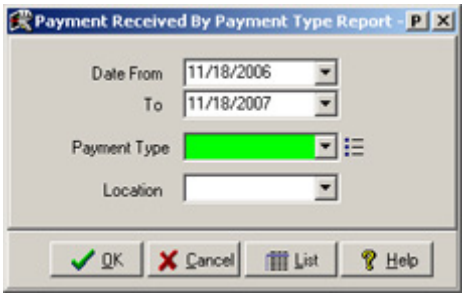
2006-06-07

Production	ProductionTitle	Payment Type	CheckNo./ Reference	Amount Received	Discount	UnApplied Amount	A/RTotal
CONC01	ConceptLighting	CHECK		$3,000.00			$3,000.00
			Totals	$3,000.00			$3,000.00

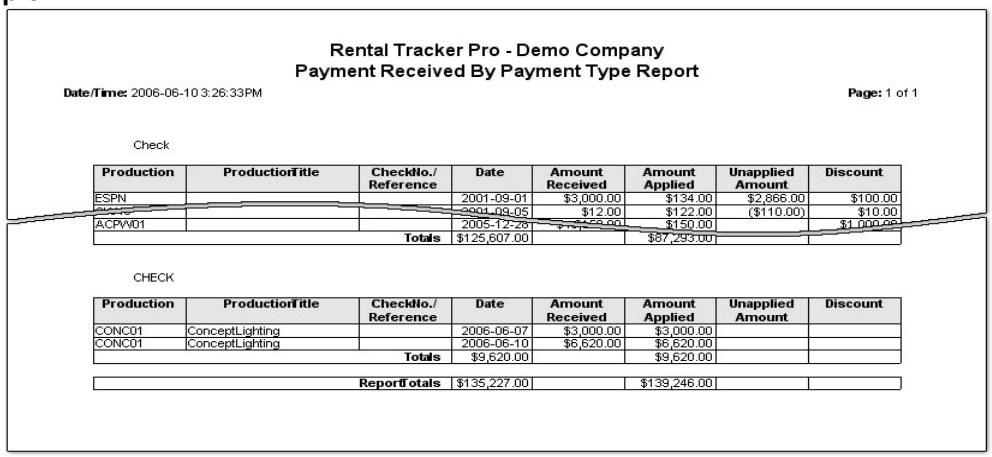
ReportTotals	$84,170.00	$3,789.00	($5,412.00)	$93,371.00

Payment Received By Type

In this report, the payments that are separated by payment type (check or cash) within a particular date range. See example below:



Example:



Rental Tracker Pro - Demo Company
Payment Received By Payment Type Report

Date/Time: 2006-06-10 3:26:33PM **Page:** 1 of 1

Check

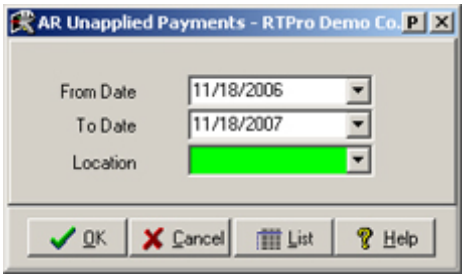
Production	ProductionTitle	CheckNo./ Reference	Date	Amount Received	Amount Applied	Unapplied Amount	Discount
ESPN			2001-09-01	$3,000.00	$134.00	$2,866.00	$100.00
[illegible]			2001-09-05	$12.00	$122.00	($110.00)	$10.00
ACPW01			2005-12-28	[illegible]	$150.00		$1,000.00
			Totals	$125,607.00		$87,293.00	

CHECK

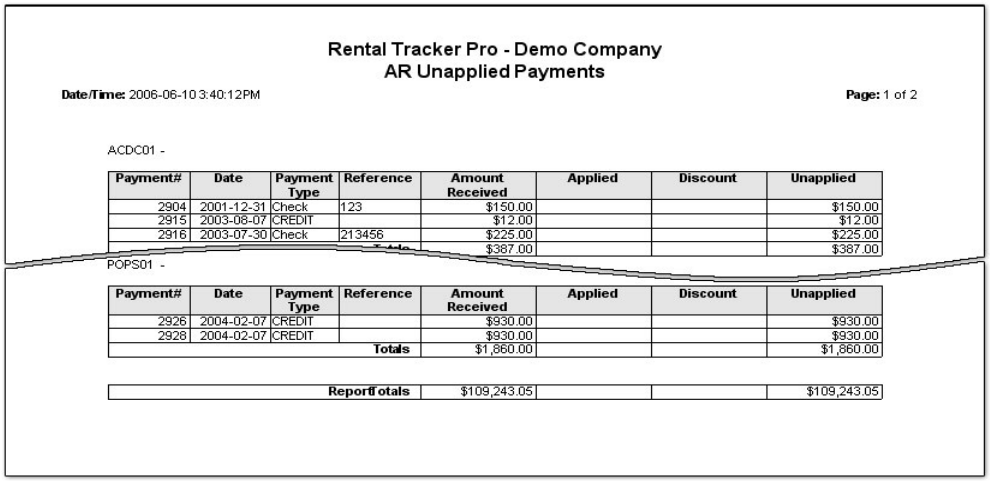
Production	ProductionTitle	CheckNo./ Reference	Date	Amount Received	Amount Applied	Unapplied Amount	Discount
CONC01	ConceptLighting		2006-06-07	$3,000.00	$3,000.00		
CONC01	ConceptLighting		2006-06-10	$6,620.00	$6,620.00		
			Totals	$9,620.00	$9,620.00		
			Report totals	$135,227.00	$139,246.00		

Unapplied Payments

The report list payments which have not been applied. The report is separated by productions.



Example:



Rental Tracker Pro - Demo Company
AR Unapplied Payments

Date/Time: 2006-06-10 3:40:12PM **Page:** 1 of 2

ACDC01 -

Payment#	Date	Payment Type	Reference	Amount Received	Applied	Discount	Unapplied
2904	2001-12-31	Check	123	$150.00			$150.00
2915	2003-08-07	CREDIT		$12.00			$12.00
2916	2003-07-30	Check	213456	$225.00			$225.00
				$387.00			$387.00

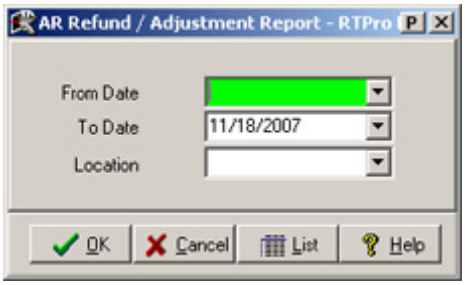
POPS01 -

Payment#	Date	Payment Type	Reference	Amount Received	Applied	Discount	Unapplied
2926	2004-02-07	CREDIT		$930.00			$930.00
2928	2004-02-07	CREDIT		$930.00			$930.00
			Totals	$1,860.00			$1,860.00
			Report totals	$109,243.05			$109,243.05

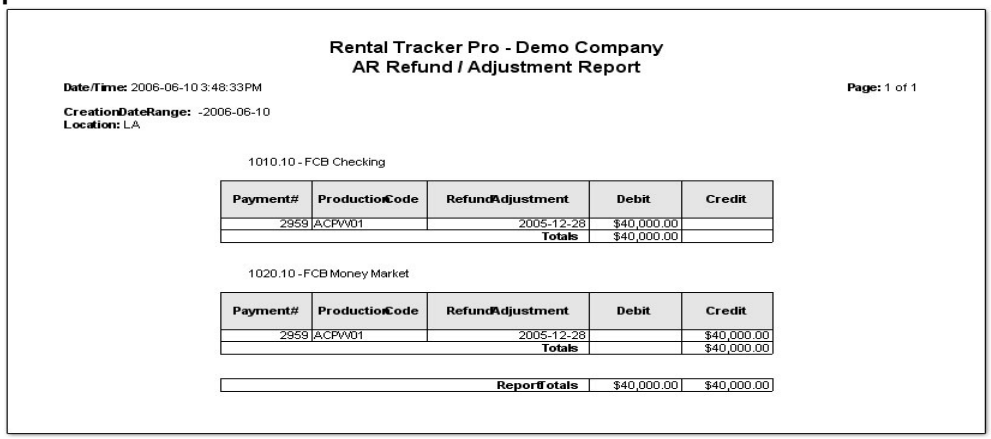
Refund/Adjustment

This report will show all the Refund/Adjustment Payments within the date range specified. The report is separated by GL codes.

See the following example:



Example:



Rental Tracker Pro - Demo Company
AR Refund / Adjustment Report

Date/Time: 2006-06-10 3:48:33PM **Page:** 1 of 1

CreationDateRange: -2006-06-10
Location: LA

1010.10 - FCB Checking

Payment#	ProductionCode	RefundAdjustment	Debit	Credit
2959	ACPVV01	2005-12-28	$40,000.00	
		Totals	$40,000.00	

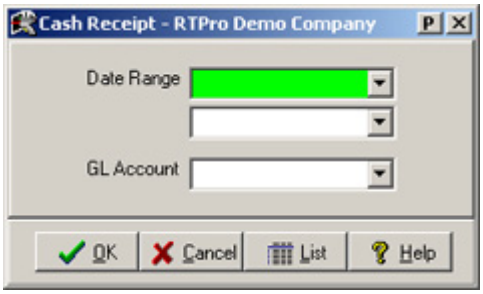
1020.10 - FCB Money Market

Payment#	ProductionCode	RefundAdjustment	Debit	Credit
2959	ACPVV01	2005-12-28		$40,000.00
		Totals		$40,000.00

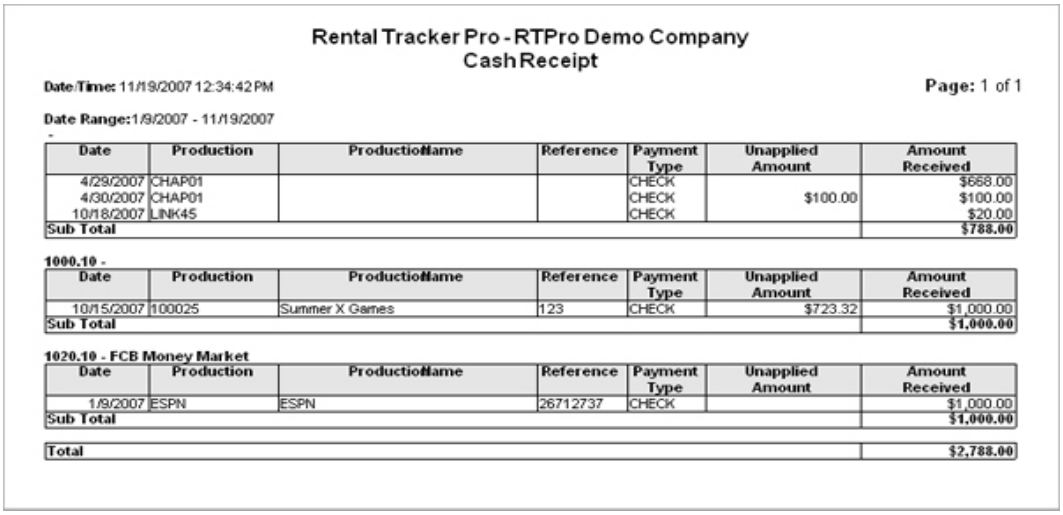
ReportTotals	$40,000.00	$40,000.00

Cash Receipts

Cash Receipt report will list the amount of received payment based on GL Account.
The total amount received for selected GL account and the report totals will be printed.
Leave GL Account blank to show all GL codes for the selected date ranges.



Example:



Rental Tracker Pro - RTPro Demo Company
Cash Receipt

Date/Time: 11/19/2007 12:34:42 PM **Page:** 1 of 1

Date Range: 1/9/2007 - 11/19/2007

-

Date	Production	ProductionName	Reference	Payment Type	Unapplied Amount	Amount Received
4/29/2007	CHAP01			CHECK		$688.00
4/30/2007	CHAP01			CHECK	$100.00	$100.00
10/18/2007	LINK45			CHECK		$20.00
Sub Total						**$788.00**

1000.10 -

Date	Production	ProductionName	Reference	Payment Type	Unapplied Amount	Amount Received
10/15/2007	100025	Summer X Games	123	CHECK	$723.32	$1,000.00
Sub Total						**$1,000.00**

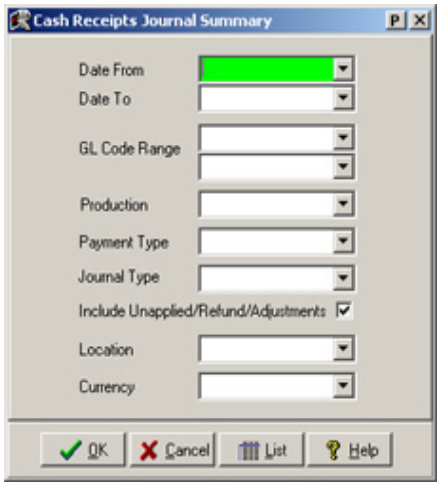
1020.10 - FCB Money Market

Date	Production	ProductionName	Reference	Payment Type	Unapplied Amount	Amount Received
1/9/2007	ESPN	ESPN	26712737	CHECK		$1,000.00
Sub Total						**$1,000.00**

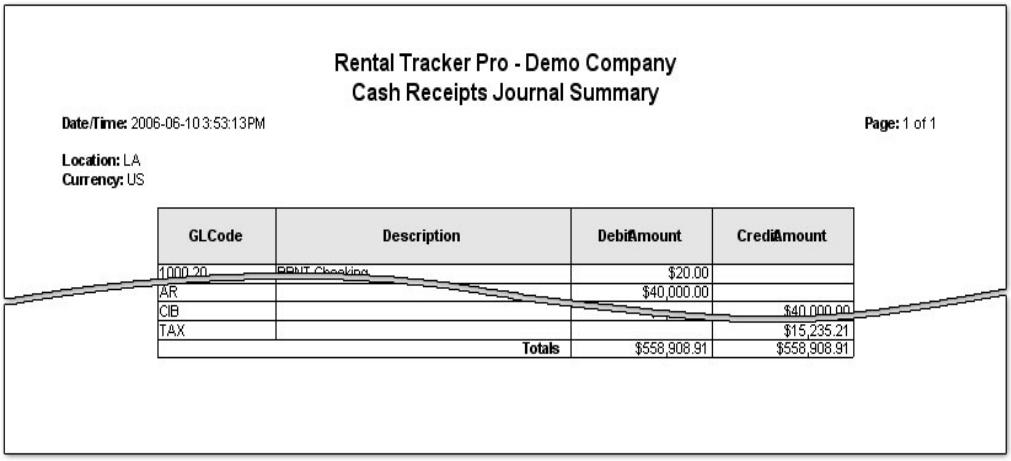
Total	**$2,788.00**

Cash Receipts Journal Summary

The report will list based upon the date range specified the cash receipts activity for the criteria selected. The report summarizes by GL account.



Example:



Rental Tracker Pro - Demo Company
Cash Receipts Journal Summary

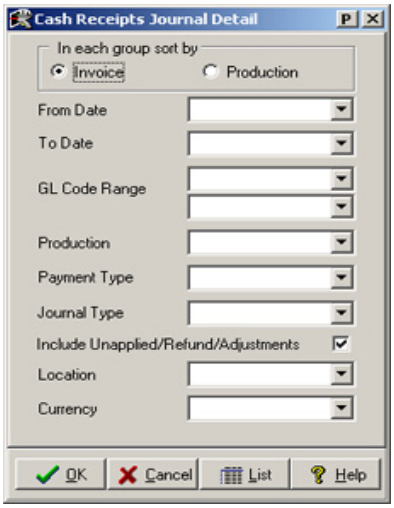
Date/Time: 2006-06-10 3:53:13PM **Page:** 1 of 1

Location: LA
Currency: US

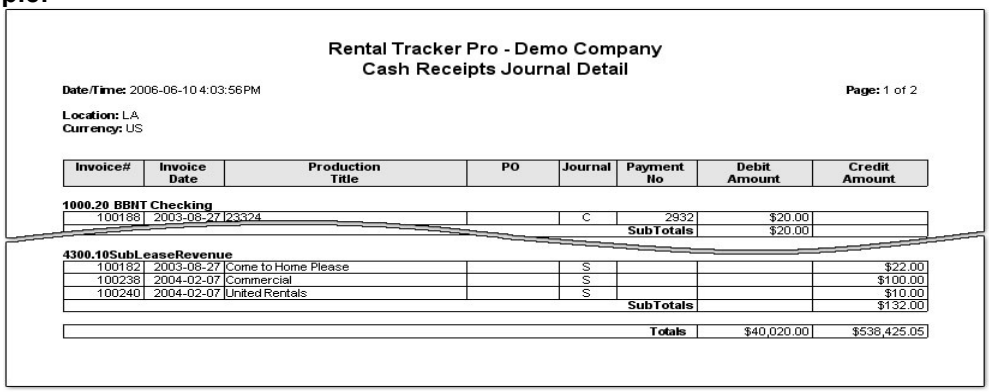
GLCode	Description	DebitAmount	CreditAmount
1000.20	RENT Checking	$20.00	
AR		$40,000.00	
CIB			$40,000.00
TAX			$15,235.21
	Totals	$558,908.91	$558,908.91

Cash Receipts Journal Detail

The report will list based upon the date range specified the cash receipts activity for the criteria selected. The report is detailed breaking out by GL account and invoice.



Example:



Rental Tracker Pro - Demo Company
Cash Receipts Journal Detail

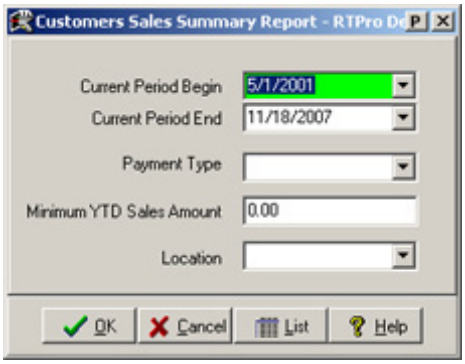
Date/Time: 2006-06-10 4:03:56PM **Page:** 1 of 2

Location: LA
Currency: US

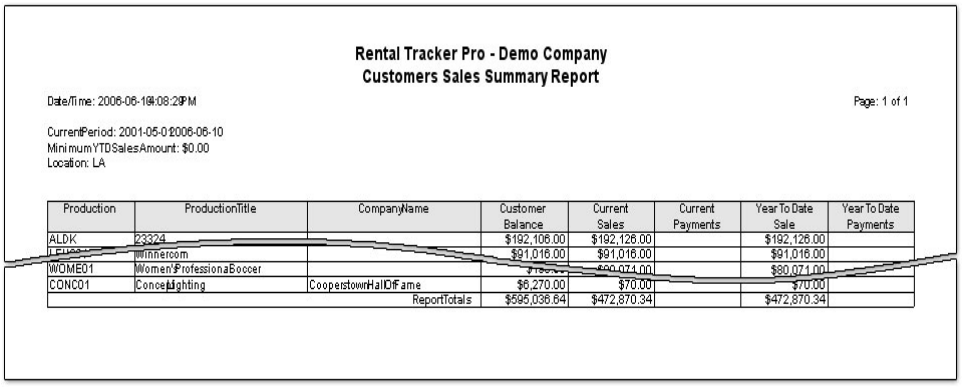
Invoice#	Invoice Date	Production Title	PO	Journal	Payment No	Debit Amount	Credit Amount
1000.20 BBNT Checking							
100188	2003-08-27	23324		C	2932	$20.00	
					SubTotals	$20.00	
4300.10SubLeaseRevenue							
100182	2003-08-27	Come to Home Please		S			$22.00
100238	2004-02-07	Commercial		S			$100.00
100240	2004-02-07	United Rentals		S			$10.00
					SubTotals		$132.00
					Totals	$40,020.00	$538,425.05

Customers Sales Summary

This report shows Sales, Balance and Payments per production. Options are available to filter the information.



Example:



Rental Tracker Pro - Demo Company
Customers Sales Summary Report

Date/Time: 2006-06-19 8:08:29 PM — Page: 1 of 1

CurrentPeriod: 2001-05-01 2006-06-10
MinimumYTDSalesAmount: $0.00
Location: LA

Production	ProductionTitle	CompanyName	Customer Balance	Current Sales	Current Payments	Year To Date Sale	Year To Date Payments
ALDK	23324		$192,106.00	$192,126.00		$192,126.00	
LEHO01	Winnercom		$91,016.00	$91,016.00		$91,016.00	
WOME01	Women'sProfessionalSoccer		$80,071.00	$80,071.00		$80,071.00	
CONC01	ConcertLighting	CooperstownHallOfFame	$6,270.00	$70.00		$70.00	
		ReportTotals	$595,036.64	$472,870.34		$472,870.34	

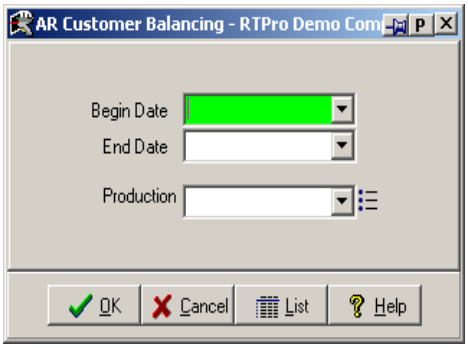
AR Customer Balancing

This report is a tool which is to be used to determine customer AR variances based upon the following formula.

Begin Aging as per begin date entered
+ the AR debits for the date range
- the AR credits for the date range

Total

The total should equal the ending aging as per the ending date entered. If different the account will be noted with a variance. A variance could be due to an incorrect GL being coded. Unapplied payments are included in the Balancing Report.



Chapter

12

Labor/Space Scheduling

In This Chapter:

Employee Scheduling
Space Scheduling
Calculation of Billable Amount
Labor/Space Reports

The Labor Module allows you to schedule employee and space or to track employee working duration. Within the module is the ability to set up employee information, occupations, space information and space type. Features available are labor/space scheduling report and labor/space conflict report.
Using this module companies can charge their customers for the Labors (technicians and staff going to client side to setup something) and also places that companies rent to their client for making movies (Space).

Table Menu

Employee Table

This screen allows the user to input the employee's personal information such as Employee ID, First Name, Last Name, Occupation, Color ID, Address Lines, Cell number, Phone, Pager and whether or not the employee is Active. Here, labor working days/times can be set. There are other fields that will track the employee's history, billable rate and an image of the employee.

Labor Employee Detail field descriptions:

Employee ID
This field is required and must be unique across all employees.

Employee Image
This is where a picture of the employee can be added. Under the tool bar, click on Image and the options include Image Screen, Take Picture, Take Picture from File, and Remove Picture.

Active
This must be check-marked if this is an active employee.

Billable Rates
The job's billable rate should be entered here.

Hourly/Day
Input whether or not the employee gets paid hourly or day.

Occupation
This is the employee's occupation classification and can be entered or selected from the table. Technician would be an example of employee's occupation.

Color
When adding a new schedule for an employee this color will be used as default color.

Note: User can change the color manually while adding a new schedule.

Internal?
Whether the Employee is internal or external?

Working Days and Time
Employee working days/time can be adjusted at the bottom of Employee Detail screen.

Note: When an employee added to the system, working days/time will default over from the System Setup.

Occupation Table

This is a list of all the employees' occupations. The table consists of Code, Description, Hourly Rate, Date Rate, Weekend Hourly Rate, and Weekend Day Rate.

Hourly Rate
This is the hourly rate the employee will receive.

Day Rate
This is the day rate the employee will receive.

Weekend Hourly Rate
This is the weekend hourly rate the employee will receive.

Weekend Day Rate
This is the weekend day rate the employee will receive.

Space Table

This screen allows the user to input the space information such as space code, description, space type, etc.

Space Detail field descriptions:

Code
This field is required and must be unique across all spaces.

Description
Space description can be entered here.

Space Type
This is the type of space and can be entered or selected from the table. Studio would be an example of space type.

Notes
Additional notes can be written here.

Hourly Rate
This is the hourly rate the space will receive.

Day Rate
This is the day rate the space will receive.

Weekend Hourly Rate
This is the weekend hourly rate the space will receive.

Weekend Day Rate
This is the weekend day rate the space will receive.

Color
When adding a new schedule for a space this color will be used as default color.

Note: User can change the color manually while adding a new schedule.

Location
If your company using multi location features then location can be selected here.

Space Type Table

This is a list of all the different space types. The table consists of Code and Description. This table is used to determine the type of space on space scheduling screen.

Scheduling

Employee Scheduling

Through the Labor Scheduling screen, employee time scheduling can be entered in against an order. Select Employee Scheduling under Scheduling menu from Labor/Space module or press scheduling icon in the Order Processing Screen toolbar. As soon as users select either Labor or Space, calendar screen will be opened. Calendar starts at Quote Date.

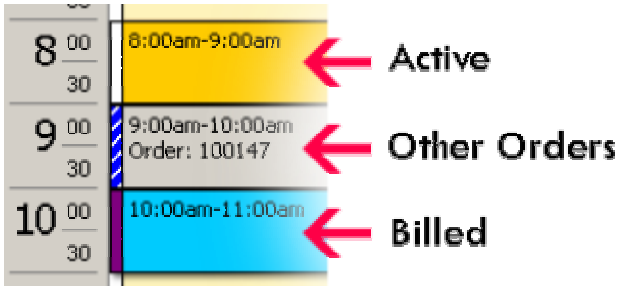
Note: If this screen is selected form Labor/Space module, program displays the entire employee time schedule.
If this screen is selected form Order Processing Screen it can be filtered to display:

Active – Displays only those records that are related to the selected order.

Other Orders – Displays all records that are related to other orders with read only format.

Billed – Displays only those records that are invoiced.

Show All – Displays all available records.



Toolbar Buttons

1 Day – This will bring all information that is set for a day of the calendar.

7Week – This will bring all information that is set for a week.

31Month – This will bring all information that is set for a month.

Time Grid – This will bring all information that is set for a month and displays data hour-by-hour.

Year – This will bring all information that is set for a year.

The scheduling screen consists of three parts: 1) Setting area, 2) Labor information area, 3) Filtering area.

Setting area:

Setting area contains six parts; these parts are described as follows:

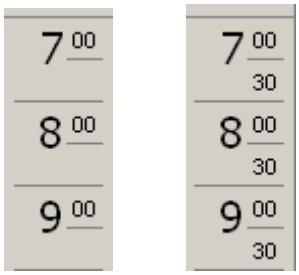
1 Day

All Day Events In Content Area

If "All day event" is used for a labor/space schedule, by checking this option program displays the status of the record in the content area otherwise it shows all day events separately on the top of the grid.

Time ruler Minutes

If checked, Time ruler will be displayed to the left side of content area.



Work Time Only

If working time is set for an employee through the employee detail screen, by checking this option, program displays the work time period for only the working days with lighter color.

Show Day Header

If checked, program shows the day header for each labor/space on the top of the calendar.

Sunday, Jan 25	Monday, Jan 26	Tuesday, Jan 27	Wednesday, Jan 28	Thursday, Jan 29	Friday, Jan 30

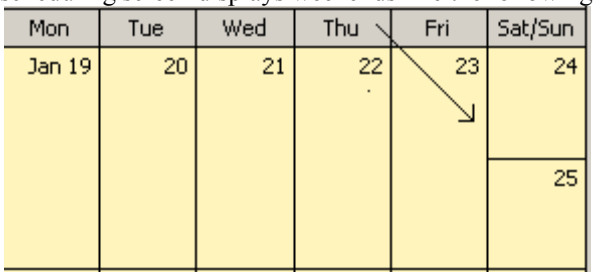
7Week

Single Column

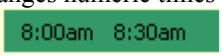
If checked, program displays the days of a week in a single column for each Labor/Space.

Show Weekends
If checked, program show weekends in labor/space scheduling grid.

Compress Weekends
If this option is checked, scheduling screen displays weekends like the following picture:



Time As Clock
If checked, program changes numeric times to the clock symbol.



31Month

Show Weekends
If checked, program show weekends in labor/space scheduling grid.

Compress Weekends
Refer to the above example.

Time As Clock
If checked, program changes numeric times to the clock symbol.

Time Grid

Unit
Users can select to see labor/space scheduling grid by Day, Month, or Quarter.

Detail Information
If checked, labor/space schedule notes can be displayed in the grid.

Work Days Only
If working days are selected for an employee through the employee detail screen, by checking this option, program displays the working days in the grid with lighter color.

Work Time Only
If working time is set for an employee through the employee detail screen, by checking this option, program displays the work time period for only the working days with lighter color.

Time As Clock
If checked, program changes numeric times to the clock symbol.

Year

All Day Events Only
Program displays those schedules that are marked as “All day event” in the Labor/Space Scheduling Detail dialog box.

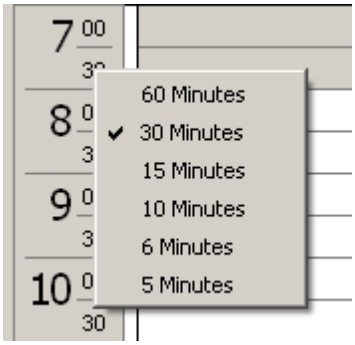
Misc

Default View
The default view for labor/Space scheduling screen can be set here. Users can select to see this screen by day, week, month, time grid and year.

Labor/Space Navigator
This option will be helpful when we have more than one labor/space in the grid. By pressing (-) or (+), program can fit fewer or more labors/spaces in the grid. Find this option at the bottom of Labor/Space Scheduling screen.

Time Ruler Adjustment

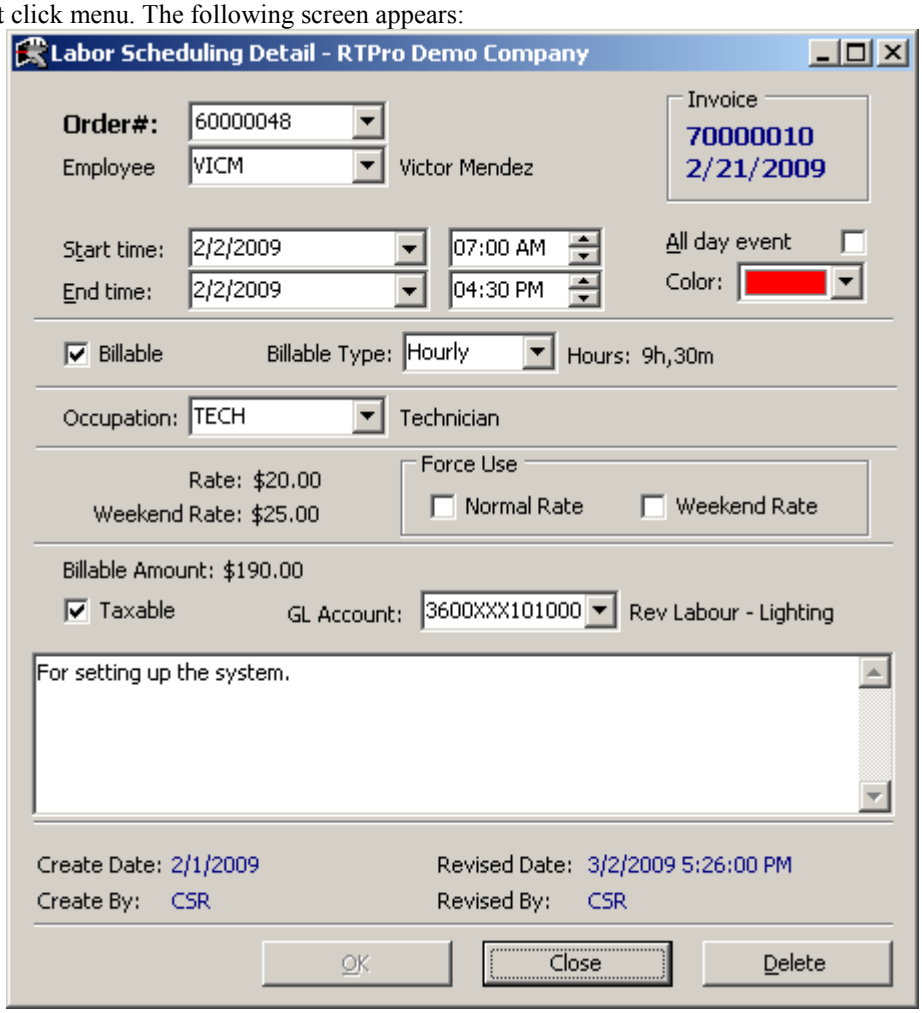
Users can adjust the time interval within labor/space scheduling grid. Right click on the Time Ruler on the left side of the grid and select one of the menu items.



Note: Time Ruler is only available when 1Day view is used.

Labor information area

In this section users can add new schedules for the Labors against an order. Select New Labor Schedule from right click menu. The following screen appears:



Order# - This field is required and can be entered or selected from the Order List Lookup.

Employee - This field is required and can be entered or selected from the Employee Table lookup.

Start/End Time - The labor start and end of working time can be set here.

All day event - It means an employee works for the entire day for a customer. Working hours will be calculated based on the working hours that are defined in the Employee Detail screen.

Color - When adding a new schedule for a labor this color will be used as a default color.

Note: User can change the color manually while adding a new schedule.

Billable - Select this option if the labor schedule should be billed when the order is being billed.

Billable Type - The type of billing that will be charged against an order should be selected here.

Occupation - Labors occupation can be selected from the table.

Rate - This is the rate that program charges customers on the non weekend working days.

Weekend Rate - This is the rate that program charges customers on the weekend days.

Force Use Normal Rate - If checked, program uses normal rate for calculating billable amount no matter if the labor schedule is in holiday or not.

Force Use Weekend Rate - If checked, program uses weekend rate for calculating billable amount no matter if the labor schedule is in working days or not.

Billable Amount - Explained at the end of this document.

Taxable - If checked, program charges the tax. The tax type can be set from the Order level.

GL Account - This field is required for the clients that are using Account Receivable module embedded inside RTPro. It can be entered or selected from the General Ledger Lookup.

Notes Area - Additional notes can be typed here. This can be the description of job that employee should be done or whatever you want.

Note: When the order is billed for the selected employee schedule, program shows the invoice number and its created date on the top right side of the Labor Scheduling Detail dialog box, otherwise this information is invisible.

Filtering area

This section contains some filtering criteria such as Employee, Production and Date ranges. After filtering, press Refresh button or F2 to see the result.

Note: If multi location feature is used, Labor/Space Scheduling screen can be filtered to bring only those records that are related to the selected location.

Note: Location filtering is only available if Labor/Space Scheduling is used from Labor module.

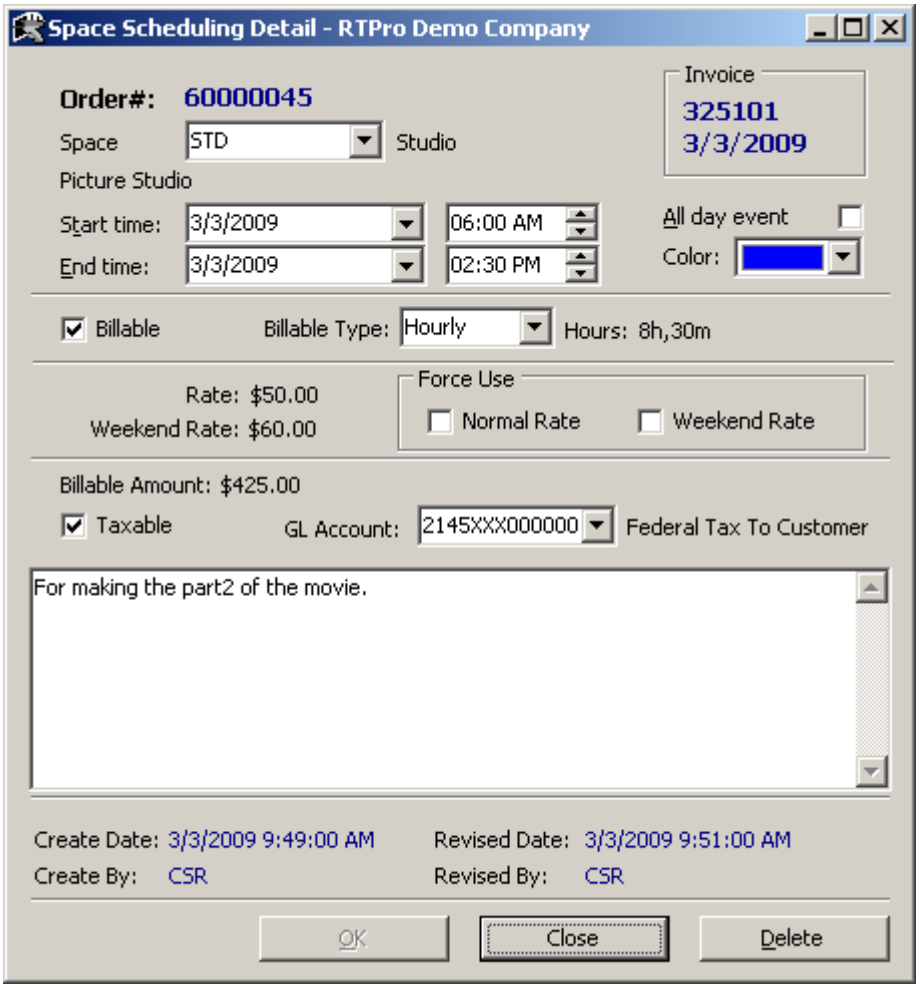
Space Scheduling

Through the Space Scheduling screen, space time scheduling can be entered in against an order. Select Space Scheduling under Scheduling menu from Labor/Space module or press scheduling icon in the Order Processing Screen toolbar. As soon as users select either Labor or Space, calendar screen will be opened. Calendar starts at Quote Date.

Note: If this screen is selected form Labor/Space module, program displays all Space time scheduling.

Space information area

In this section users can add new schedules for the Spaces against an order. Select New space Schedule from right click menu. The following screen appears:



Order# - This field is required and can be entered or selected from the Order List Lookup.

Space - This field is required and can be entered or selected from the Space Table lookup.

Start/End Time - The space start and end of working time can be set here.

All day event - It means this space is dedicated for a customer for the entire day.

Color - When adding a new schedule for the space this color will be used as a default color.

Note: User can change the color manually while adding a new schedule.

Billable - Select this option if the space schedule should be billed when the order is being billed.

Billable Type - The type of billing that will be charged against an order should be selected here.

Rate - This is the rate that program charges customers on the non weekend working days.

Weekend Rate - This is the rate that program charges customers on the weekend days.

Fore Use Normal Rate - If checked, program uses normal rate for calculating billable amount, no matter if the space schedule is in holiday or not.

Fore Use Weekend Rate - If checked, program uses weekend rate for calculating billable amount, no matter if the space schedule is in working days or not.

Billable Amount - Explained at the end of this document.

Taxable - If checked, program charges the tax. The tax type can be set from the Order level.

GL Account - This field is required and can be entered or selected from the General Ledger Lookup.

Notes Area - Additional notes can be typed here. This can be the description of job that the space is dedicated for.

Note: When the order is billed for the selected space schedule, program shows the invoice number and its created date on the top right side of Space Scheduling Detail dialog box, otherwise this information is invisible.

Labor/Space Grid

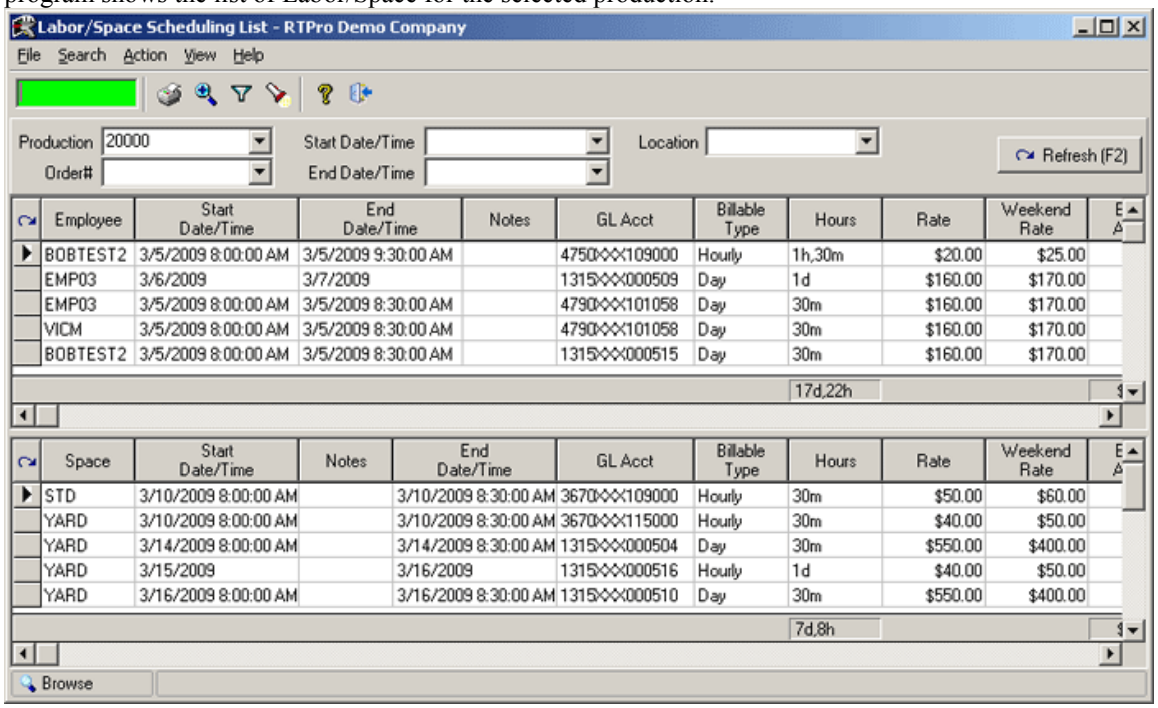
The screen shows Labor/Space records against an Order or Production in two grids. The top grid shows the Labor records and the bottom grid shows the Space records.
Labor/Space Grid is accessible from Labor/Space and Order Processing modules.

Labor/Space Module:

When the user opens Labor/Space Scheduling list from the Labor module, there are filters options available that will help user to display data. The user can select a production, order, date range and location.

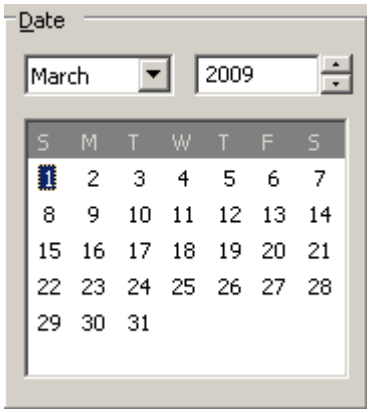
Order Processing Module:

When the user selects an order and then selects the labor and space menu, the program shows the list of Labor/Space for the selected order. If the user selects a production and then selects this menu item, program shows the list of Labor/Space for the selected production.



Calculation of Billable Amount

The billable amount can be calculated for the different ways, consider the following examples:



Note: For all examples, please consider the following rates.

Hourly Rate	Day Rate	Weekend Hourly Rate	Weekend Day Rate
$20.00	$160.00	$25.00	$170.00

1) Imagine your employee should go to work on 26th of March. Program calculates the billable amount for the four following Bill Type like the following:

a) Hourly

Start Time	End Time	From	Until	Hours	Billable Type	Rate	Weekend Rate	Calculation
3/26/2009	3/26/2009	08:00 AM	02:30 PM	6h, 30m	Hourly	20$	-----	6h,30m* 20$ = 130$

Note: For "Hourly" bill type, program calculates the total hours that an employee should work multiply by "Hourly Rate".

b) Day

Start Time	End Time	From	Until	Hours	Billable Type	Rate	Weekend Rate	Calculation
3/26/2009	3/26/2009	08:00 AM	02:30 PM	6h, 30m	Day	160$	-----	1d* 160$ = 160$

Note: For "Day" bill type, program will not consider hours even if they are selected. It just calculates One day of working multiply by "Day Rate".

c) All day event with Bill Type = 'Day'

Start Time	End Time	From	Until	Hours	Billable Type	Rate	Weekend Rate	Calculation
3/26/2009	3/26/2009	-----	-----	1d	Day	160$	-----	1d* 160$ = 160$

Note: Program calculates "All day event" similar to "Day" bill type.

d) "All day event" with Bill Type = 'Hourly'

Start Time	End Time	From	Until	Hours	Billable Type	Rate	Weekend Rate	Calculation
3/26/2009	3/26/2009	-----	-----	1d (7h/d)	Hourly	20$	-----	7h* 20$ = 140$

Note: For "All day event" with Hourly bill type, program multiply employee working time that is set through the Employee Detail screen by "Hourly Rate".

2) Imagine your employee should go to work on 29th of March (Weekend). Program calculates the billable amount for the four following Bill Type like following:

a) Hourly (Weekend)

Start Time	End Time	From	Until	Hours	Billable Type	Rate	Weekend Rate	Calculation
3/29/2009	3/29/2009	08:00 AM	04:30 PM	8h, 30m	Hourly	-----	25$	8h,30m* 25$ = 212.50$

Note: For "Hourly" bill type, program calculates the total hours that an employee should work on a weekend multiply by "Weekend Hourly Rate".

b) Day (Weekend)

Start Time	End Time	From	Until	Hours	Billable Type	Rate	Weekend Rate	Calculation
3/29/2009	3/29/2009	08:00 AM	04:30 PM	8h, 30m	Day	-----	170$	1d* 170$ = 170$

Note: For "Day" bill type, program will not consider hours even if they are selected. It just calculates One day of working multiply by "Weekend Day Rate".

c) "All day event" with Bill Type = 'Day' (Weekend)

Start Time	End Time	From	Until	Hours	Billable Type	Rate	Weekend Rate	Calculation
3/29/2009	3/29/2009	-----	-----	1d	Day	-----	170$	1d* 170$ = 170$

Note: Program calculates "All day event" similar to "Day" bill type.

d) "All day event" with Bill Type = 'Hourly' (Weekend)

Start Time	End Time	From	Until	Hours	Billable Type	Rate	Weekend Rate	Calculation
3/29/2009	3/29/2009	-----	-----	1d (6h/d)	Hourly	-----	25$	6h* 25$ = 150$

Note: For "All day event" with 'Hourly' bill type, program multiply employee working time that is set through the Employee Detail screen by "Weekend Hourly Rate".

3) Imagine your employee should go to work on 29th of March until 30th of March. Program calculates the billable amount for the four following Bill Type like following:

Note: Please take into account that, we have weekend and normal day for this example.

a) Hourly

Start Time	End Time	From	Until	Hours	Billable Type	Rate	Weekend Rate	Calculation
3/29/2009 Weekend	3/30/2009 Normal Day	02:00 PM	03:30 PM	25h, 30m	Hourly	20$	25$	10h * 25$ = 250$(weekend), 15h, 30m * 20$ = 310$
							Total	560$

The employee should work 10h for the weekend with "Weekend Hourly Rate" = 25$ and 15h, 30m for normal day with "Hourly Rate" =20$.

b) Day

Start Time	End Time	From	Until	Hours	Billable Type	Rate	Weekend Rate	Calculation
3/29/2009 Weekend	3/30/2009 Normal Day	02:00 PM	03:30 PM	25h, 30m	Day	160$	170$	1d * 170$ = 170$(weekend), 1d * 160$ = 160$
							Total	330$

The employee will receive 170$ for his weekend work and 160$ for the normal day.

Note: Program will not consider hours even if they are selected. It calculates full day rates for both normal and weekend days.

c) “All day event” with Bill Type = ‘Day’

Start Time	End Time	From	Until	Hours	Billable Type	Rate	Weekend Rate	Calculation
3/29/2009 Weekend	3/30/2009 Normal Day	-----	-----	2d	Day	160$	170$	1d * 170$ = 170$(weekend), 1d * 160$ = 160$
							Total	330$

Note: Program calculates “All day event” similar to “Day” bill type.

d) “All day event” with Bill Type = ‘Hourly’

Start Time	End Time	From	Until	Hours	Billable Type	Rate	Weekend Rate	Calculation
3/29/2009 Weekend	3/30/2009 Normal Day	-----	-----	2d (10h/d)	Hourly	20$	25$	10h * 25$ = 250$ (weekend), 10h * 20$ = 200$
							Total	450$

Note: Program summarizes the product of employee working time (can be set through the Employee Detail screen) with Hourly Rate and Weekend Hourly Rate.

Calculation of Billable Amount using “Force Use” option

This option will force user to use either the Normal Rate or the Weekend Rate. This option will be helpful when we have a date range that a part of it is normal day and the other part is weekend. Imagine your employee should go to work on 29th of March until 30th of March. Please note that our calendar displays, 30th of March as a normal day. Here, for example, you can force the program to use the weekend rate or normal rate for both 29th and 30th of March. Consider the following examples:

a) Force to use Weekend Rate for Hourly bill type

Start Time	End Time	From	Until	Hours	Billable Type	Rate	Weekend Rate	Calculation
3/29/2009 Weekend	3/30/2009 Normal Day	11:00 AM	10:30 AM	23h, 30m	Hourly	-----	25$	23h, 30m * 25$ = 587.50$

Program declined the Normal rate and considered the weekend rate instead for both selected days.

b) Force to use Normal Rate for Hourly bill type

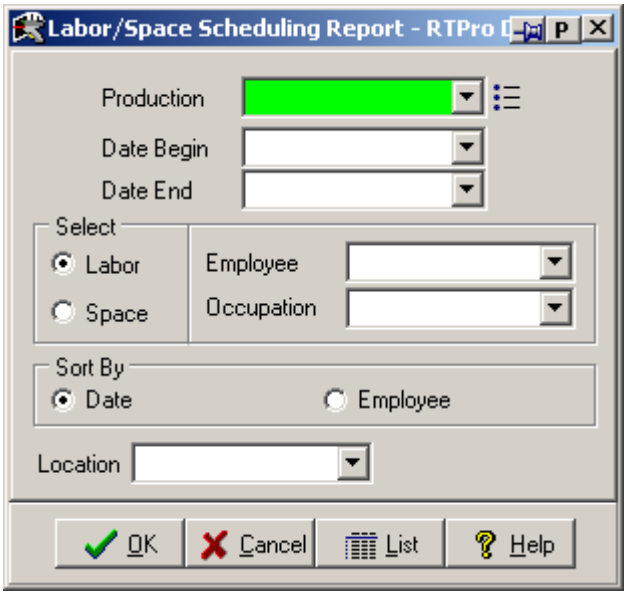
Start Time	End Time	From	Until	Hours	Billable Type	Rate	Weekend Rate	Calculation
3/29/2009 Weekend	3/30/2009 Normal Day	11:00 AM	10:30 AM	23h, 30m	Hourly	20$	-----	23h, 30m * 20$ = 470$

Program declined the Weekend rate and considered the Normal rate instead for both selected days.

Report

Labor/Space Scheduling Report

Scheduled working hours for a labor/space can be printed out using this report. There will be an option to either print Labor or Space. Leave employee/space blank to show all records.



Options:

Date Range – Filters report to the labor/space's scheduled days of work between the given date range. If begin date is blank, it will print the entire labor/space schedule that are created on or before the end date. If the end date is blank, it will print the entire labor/space schedule that are created on or after the begin date.

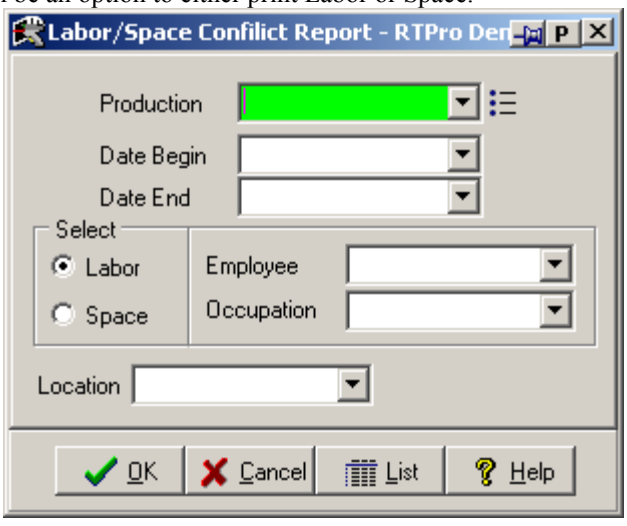
Production – Select the production to limit the report to only show labors/spaces for this production. Leave this option blank to show the result from all productions.

Sort By – Specifies the sorting order of the records on the report. You can sort the report by Date or Employee/Space.

Location – If you are using multi-location features, you can filter to show only the records for the given location. Leave this option blank to show orders from all locations.

Labor/Space Conflict Report

If we have scheduling conflict in our system, this report will print a list of these records. For example, a labor should go to work for the order (xxx) on 30th of March from 01:30 PM until 05:00 PM and also he scheduled to work for the order (yyy) on the same day from 04:00 PM until 06:00 PM. Here, we have an hour conflict. There will be an option to either print Labor or Space.



Options:

Date Range – Filters report to the labor/space's scheduled days of work between the given date range. If begin date is blank, it will print the entire labor/space schedule that are created on or before the end date. If the end date is blank, it will print the entire labor/space schedule that are created on or after the begin date.

Production – Select the production to limit the report to only show labors/spaces for this production. Leave this option blank to show the result from all productions.

Location – If you are using multi-location features, you can filter to show only the records for the given location. Leave this option blank to show orders from all locations.

Chapter

13

Barcode Scanners

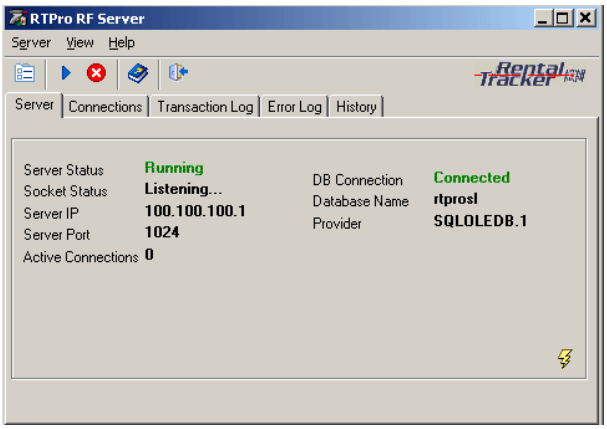
In This Chapter:

RTPro RF Server
MC9000 Scanner
SPT1846 Scanner

Barcode Scanners

RTPro System supports many types of barcode scanners. Some of these scanners have ability to work in RF mode (Radio Frequency). These scanners need an application to provide connectivity with the RTPro System. This application is named RTPro RF Server. To access system database you need to run this server and connect scanners to it.

RTPro RF Server



RTPro RF Server is a medium desktop application for making a connection between wireless scanners and RTPro database. With this application, users can control the events occurring in scanners and manage them. If this is the first time that you are using this application and you need help for running the RF Server, please refer to the setting section and follow the instructions.

Server Tab

In the main page, you can see some useful information about the running status of the application. With this information, users can manage and solve the problem faster and easily.

Server Status - Showing the Running text with green color represents the server is running without any problem.

Socket Status - Status of this section represents the status of socket, which sends and receives data to/from scanners. Listening means the socket is ready for sending and receiving data.

Server IP - This is the IP address of the computer who is running the RF Server application.
This can help the user to ser the server IP inside the scanners application.

Server Port - The connection between scanners and server will. This can help the users to set the server IP inside the scanners application.

Active Connections - Shows the number of wireless scanners connected to this server.

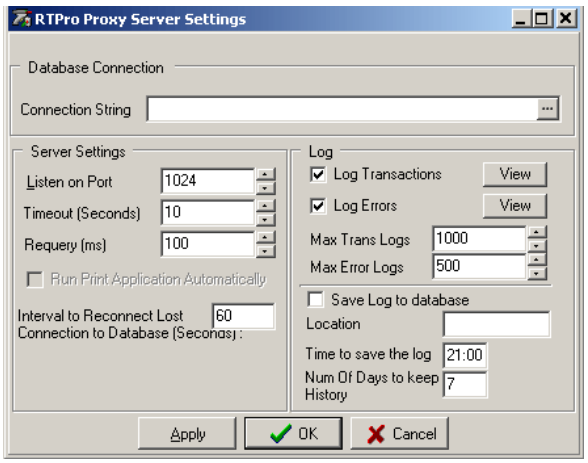
DB Connection - Represents the status of connection between RF Serve and selected database.

Database Name - Server will connect to this database to send data.

Provider - The OLE DB provider name for connecting to database.

Server Setting

This is the setting page of RF Server. In this page, users can set the different parameters relevant to different sections of RF Server.



Connection Setting - Contains the list of requests sent by scanners.

Listen on Port - Set the port# of server which RF Server will use for connecting to scanners.

Timeout (Seconds) - Represents the seconds that RF Server will wait for sending and receiving data from/to scanners.

Re-Query (ms) - Represents the milliseconds that RF Server will wait to get a response from DB and if DB didn't send any responses in this period, RF Server will send the request again.

Interval to Reconnect Lost - IF connection with DB is lost, RF Server will try to reconnect after this time, repeatedly.

Log Transactions - If this is checked, RF Server will save all the transactions in a file. Users can open the file with pressing the view button in the right.

Log Errors - If this is checked, RF Server will save all the errors in a file. Users can open the file with pressing the view button in the right.

Max Trans Logs - Set the maximum number of rows in the Transaction Log page.

Max Error Logs - Set the maximum number of rows in the Error Log page.

Save Log to database - If this is checked, all the transactions will save to database.

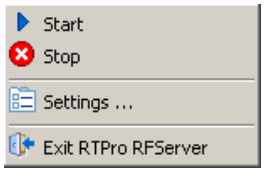
Location - Transaction logs will save in this table. This table should exist in database.

Time to save the log - Set a time to save the daily log to database on that time.

Number of days to keep History - Clear the history older than this day.

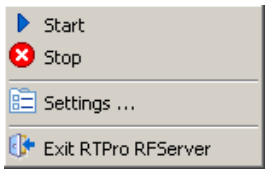
Start the Server

Initialize the server with the parameters set in setting page and then try to connect to the database. Users can use this feature to restart the server if stopped for any reason. When server is running, this menu is not available.



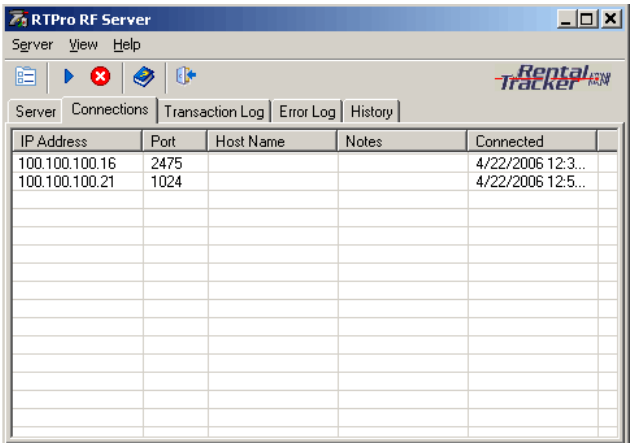
Stop the Server

Disconnect the connection between RF Server and DB and then stop the RF Server from sending and receiving commands to/from scanners. This feature is useful when the user makes a change in DB connection setting, for example, changing the Server name, DB name.



Connections

In this page, you can find out more about the scanners connected to RF Server.


RTPro RF Server
Server View Help
Server Connections Transaction Log Error Log History
IP Address Port Host Name Notes Connected
100.100.100.16 2475 4/22/2006 12:3...
100.100.100.21 1024 4/22/2006 12:5...

IP Address - This is the IP Address of the scanner connected to server.

Port - Shows the port number that the scanner used to connect to this server.

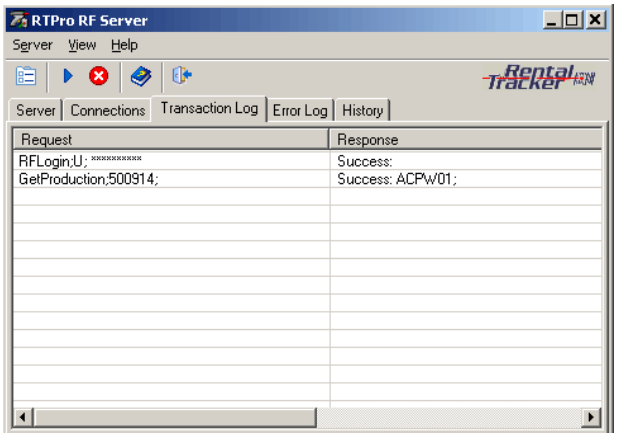
Host Name - The host name of the scanner.

Notes - This column is reserved for future use.

Connected - Shows when the connection between scanner and RF Server was established.

Transaction Log

In this page, you can see all the transactions that occurred between scanners and RF Server. Every request from scanners and response from DB shows here.

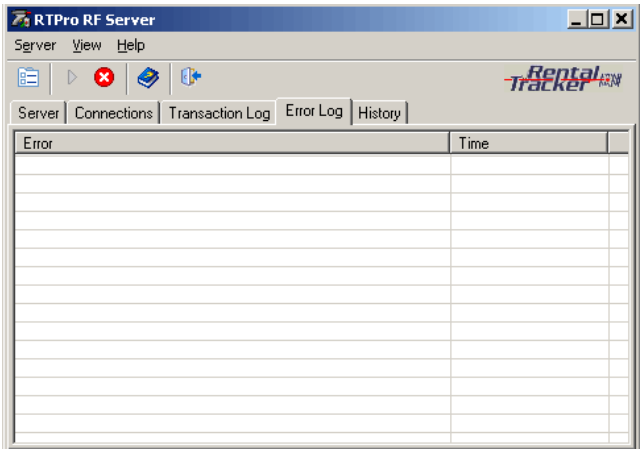


Request - Contains the list of requests sent by scanners.

Response - Shows a list of responses that DB sent for each request. Each response is relevant to the request in the same row.

Error Log Tab

If database generates an error and causes the application to stop working, you can check this tab to find out the problem and solve that.

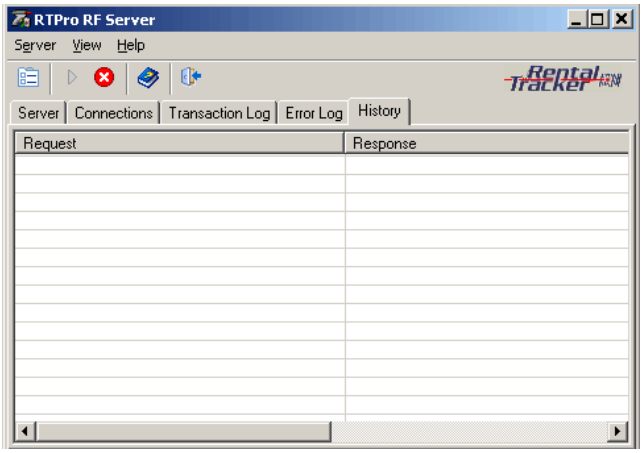


Error - This is text of the error is generated by SQL Server.

Time - Represents the time the error occurred.

History Tab

This page contains the history of the Transaction Log page. When the number of lines in the Transaction Log page reaches to 500, the old transactions will move from Transaction Log page to this page.



Request - Contains the history list of requests sent by scanners.

Response - Shows a history list of responses that DB sent for each request. Each response is relevant to request in same row.

View Menu

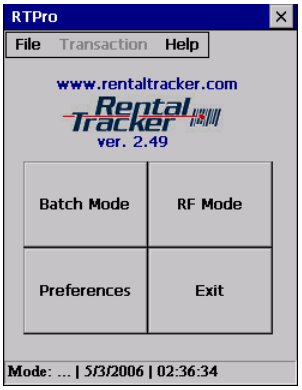
There are two sub-menus under the view menu.

Delete Transactions Logs - This deletes the records in the Transaction Log page.

Delete Error Logs – This deletes records in the Error Log page.

MC9000 Scanner

Overview

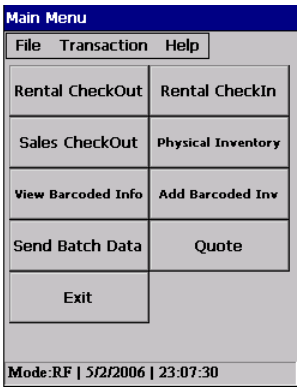


MC9000 scanner can be used in both Wireless and Batch Mode. In the wireless mode, scanner communicates directly to the database and performs all operations in real time. The verification of the data entered by the scanner is immediate and user gets a conformation or an error message after each scan.
In Batch Mode, scanner gathers the information that is scanned which can be sent to the desktop RTPro by using a cradle and cable or it can be sent via the wireless mode. Therefore, if you have the wireless system available but you are out of the range of the wireless network, you can use the scanner in the batch mode and then upload your data to RTPro when you get in range of the wireless network.

In the first screen of RTPro, you will see the Version number of the scanner program. For example in this picture the version of the scanner program is 2.49 and at the bottom of the main screen you will see the date and time that scanner uses. If this date and time is incorrect, you can set the proper date and time in the Control Panel of the scanner on the Date and Time settings.

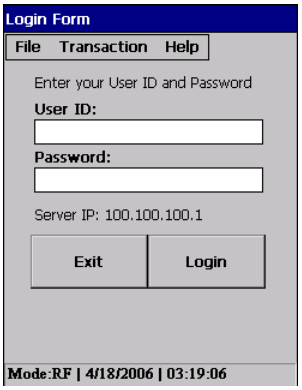
Main Menu

This is the main menu of the program that you will get to after selecting the Batch Mode or after logging in to the RF mode. User can select any of the options by taping on the corresponding button.
If an option is not applicable, then that button is grayed out. For example, in the RF mode, the Send Batch Data button is grayed out.

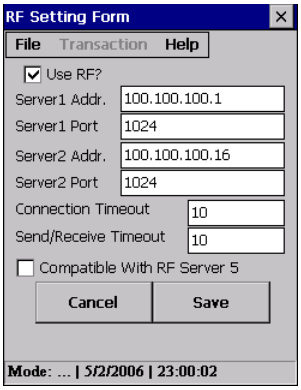


RF Login

After selecting the RF Mode on the first screen of the program, is the login to the program. User should use the same user-id and password that they use on the RTPro desktop application. If you get an error that says “Cannot connect to the server”, it is because the scanner is unable to connect to the RF Server program.



RF Setting



In this page, users can set the different connection parameters for connecting the scanner to RF Server. Scanner program has the ability to connect to a primary or a secondary RF server. With this feature, if the first RF server is not on line, then the program will try to connect to the secondary RF server.

Use RF - Check this box if you want to use the Wireless features of RTPro.

Server1 Address - The IP address of the computer that is running RF Server Application and scanner should connect to that.

Server1 Port - The communication between scanner and RF Server will be established via this port. The same port number should be set in RF Server application too.

Server2 Address - The IP address of the second computer that is running RF Server Application and scanner should connect to that.

Note: If scanner could not connect to first server, try this second one.

Server2 Port - The communication between scanner and RF Server will be established via this port. The same port number should be set in RF Server application too.

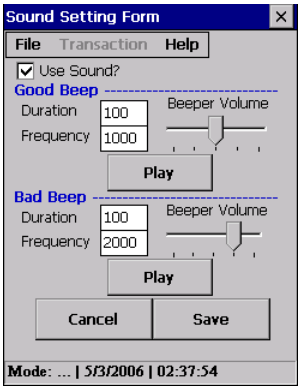
Connection Timeout - Scanner will wait this time to connect to the server.

Send/Receive Timeout - Represents the command sending and receiving time out. Means the scanner generates error if could not send or receive the command in proper time.

Compatible With RF Server 5 - If this box is checked, you will add the ability to the scanner to work with version 5 of RF Server.

Note: All fields in this page should have value so if you are running RF Server in just one pc; you can set the server2 and the port2 the same as server1 and port1.

Sound Setting



For helping people that are using a scanner, to realize if their commands are successful or not, RTPro has the ability of playing Good beep and Bad beep to avoid users to look on the scanner after sending any command. Therefore, users can select different beeps for good result or bad. In addition, they can hear the sound before saving by pressing the play buttons.

Use Sound - Check this box to use the sound playing feature of RTPro in whole of the application.

Duration - The duration time (milliseconds) of playing the sound.

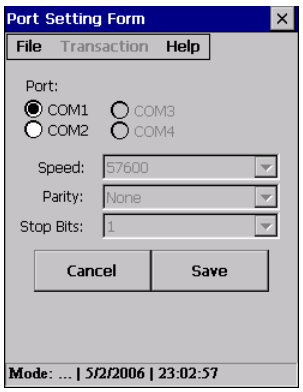
Frequency - The frequency of beep.

Beeper Volume - The volume of beep.

Note: If you do not want to hear any of the sounds, set the duration to zero.

Note: Some combination of Frequency and Duration may cause your scanner to crash when working in some screens, if so, try other combinations or disable sound.

Port Setting



In this page, users can set the cradle connection parameters for connecting scanners to the server via cradle. Currently only COM port 1 and COM Port 2 supported.

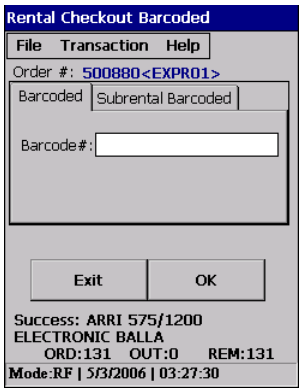
Port - Set the communication port number for connection.

Speed - Represents the speed of connection.

Parity - Set the parity bit of packets.

Stop Bits - The number of stop bits for packets.

Checkout Barcoded



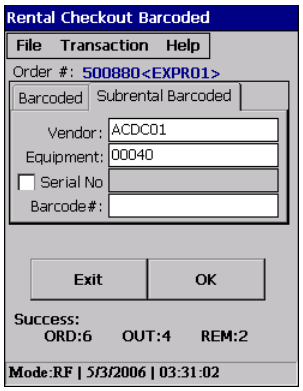
In this page, you can checkout a Barcoded item to a specific order. Just scan items with pressing the trigger button or the yellow scan button on the keyboard. After scanning a Barcoded item to check out, program displays a success message followed by the equipment description. It also displays the following quantities for the equipment you just checked out.

ORD - Shows the number of items ordered for this equipment.

OUT - Shows the number of items checked out for this equipment.

REM - Shows number of remaining items to be checked out.

Barcode# - This box will show the scanned barcodes. In addition, you can type the barcode manually in this field and press the OK button or easily scan with scanner trigger button.



Another section in this page is designed for checking out the Subrental Barcoded items. Since Subrental Barcoded items are not kept in the program, you need to provide Vendor Code and Equipment Code for the Barcoded item. You can also checkmark the Serial No box and enter the serial number of the Subrental Barcoded item. After scanning a Barcoded item to check out, program displays a success message followed by the equipment description. It also displays the following quantities for the equipment you just checked out.

ORD - Shows the number of items ordered for this equipment.

OUT - Shows the number of items checked out for this equipment.

REM - Shows the number of items remained to be checked out.

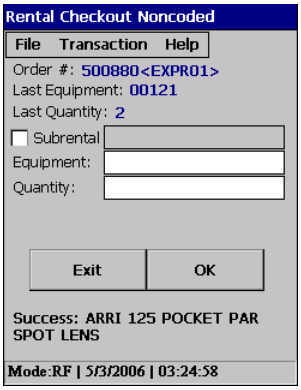
Vendor - Represents the name of the vendor that you sub rent this item from.

Equipment - The equipment code of the sub rented item.

Serial# - Entering this field is optional so if you have the serial number of this item, you can fill it in here.

Barcode# - This box will show the scanned barcode. In addition, you can type the barcode manually in this field and press the OK button or easily scan it with scanner trigger button.

Checkout Noncoded



In this screen, user can checkout a Noncoded item. If you check in a sub rented item, then checkmark the **Subrental** box. You can then limit the Check-in to a specific vendor by entering the **Vendor** code. Upon a successful checkout, program displays the message **Success** followed by the equipment description. If there is an error when checking out this equipment, program will display an error message in red.

Order# - The Order number you are working with.

Last Equipment - The equipment code of last checked out item.

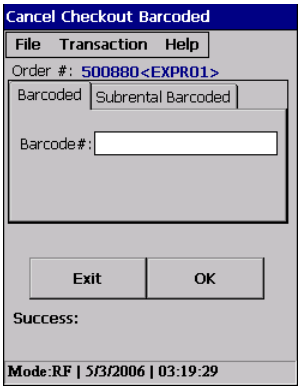
Last Quantity - The Quantity of last checked out equipment.

Subrental - Check this box if you want to checkout a Subrental item. After check marking this box you can fill in the Vendor code.

Equipment - The Equipment code of the item that you want to checkout.

Quantity - The Quantity of this equipment code that you want to checkout.

Cancel Checkout Barcoded



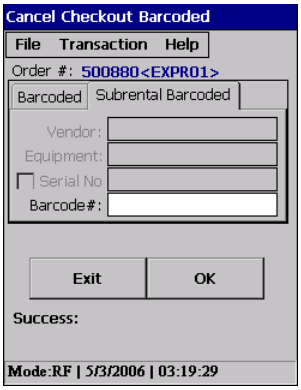
If you mistakenly check out a barcode item to an order, do not worry, this page will help you to cancel the checkout operation. It is simple. Just scan that barcode again to get the success message and cancel checking out. Similar to the checkout page, program displays the following quantities.

ORD - Shows the number of items ordered for this equipment.

OUT - Shows the number of items checked out for this equipment.

REM - Shows the number of items remained to be checked out.

Barcode# - This box will show the scanned barcode. In addition, you can type the barcode manually in this field and press the OK button or easily scan it with scanner trigger button.



Another section in this page is designed for canceling the Subrental barcoded items. Enter the barcode for the Subrental item. After a successful scan, program will show the following information.

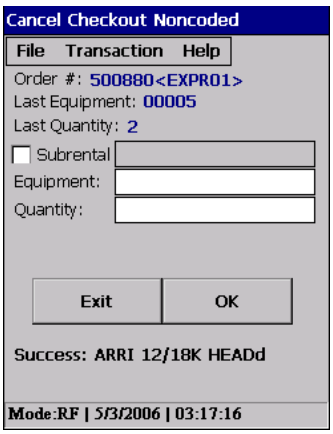
ORD - Shows the number of items ordered for this equipment.

OUT - Shows the number of items checked out for this equipment.

REM - Shows the number of items remained to be checked out.

Barcode# - This box will show the scanned barcode. In addition, you can type the barcode manually in this field and press the OK button or easily scan it with scanner trigger button.

Cancel Checkout Noncoded



This page is designed for canceling the checked out Noncoded items if you want to cancel them for any reason. This page covers both your inventory items or sub rented ones.

Order# - The number of the order you work with.

Last Equipment - The code of the last canceled equipment.

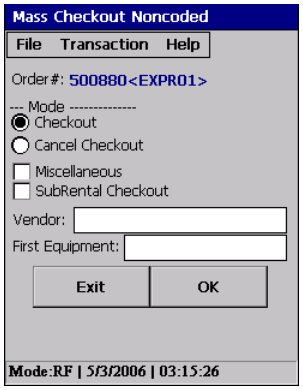
Last Quantity - The number of the last canceled equipment.

Subrental - Check this if you want to cancel a Subrental item. After checking this box, you can fill the front field in with the name of the vendor.

Equipment - The code of the item that you want to cancel its check out.

Quantity - The number of items that you want to cancel their checking out.

Mass Checkout



Mass Checkout Noncoded will display the Noncoded items to check out one equipment code at a time and will allow you to enter the quantity of each to check out. In the mass checkout Noncoded page, select the mode for Checkout or Canceling Checkout. You can also filter to do only the Miscellaneous or Sub rented Items by checking the appropriate boxes on the screen. If you checkmark the Subrental box, then you can enter a specific Vendor. You can also enter the First Equipment to start the checkout or Cancel Checkout from that Equipment Code. Otherwise, leave this field blank.

Order# - The number of the order you are working with. You can see the name of customer in <> block in front of the order number.

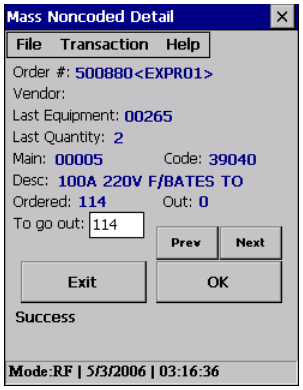
Mode - Determine if you want to checkout items or cancel checking out.

Miscellaneous - Check this box if you want to work with miscellaneous items too.

Subrental Checkout - If you sub rented something in this order but you want to checkout or cancel them, check this box.

Vendor - The name of the vendor you sub rented items from.

First Equipment - Start showing the items in the next page with this item code.



In Mass Noncoded Detail page you can move between items with pressing the **Prev** and **Next** buttons. Pressing previous and next does not checkout or cancel items. Pressing OK checks out or cancels the checkout for the quantity entered in the box. Fill the text box with the proper quantity you decide to checkout or cancel and then press the OK button. If this task was successful, the application automatically shows the next item in the list.

Ordered - This is the number of ordered items from this equipment.
Out - The quantity of items checked out to this order for this equipment code.

To go out - This is the number of items remaining to be checked out from this equipment. User can enter a value here. This will be the quantity to checkout or the quantity to cancel the checkout.

Order# - The number of the order you are working with. You can see the name of customer in <> block in front of order number.

Vendor - Represents the name of the vendor that you sub rented this item from.

Last Equipment - The code of the last checked out equipment.

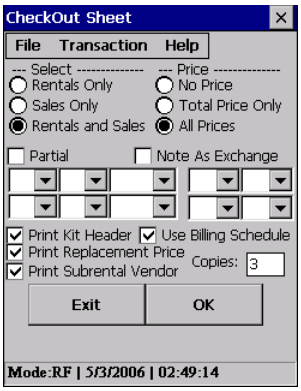
Last Quantity - The number of the last checked out equipment.

Main - This is the main item code for current equipment.

Code - This is the equipment code of the current item.

Description - This is the description of current equipment.

Print Checkout Sheet



From this page, you can print the checkout sheet of an order. This is the same report that you can print from the desktop version of RTPro, and added here for convenience to the scanner program. This report saves the selections you have made and defaults them for the next time you print it.

Select Information

Rentals Only - Only print the rental items in checkout sheet.

Sales Only - Only print the sale items in checkout sheet.

Rentals and Sales - Print both the rental and sale items in checkout sheet.

Price Information

No Price - Do not print the price columns in checkout sheet.

Total Price Only - Only print the total price on the report.

All Prices - Print all the price columns and totals on the checkout sheet.

Other Information

Partial - Select this item if you want to print checkout sheet for a date/time range.

Note As Exchange - Marks this item an Exchanged item.

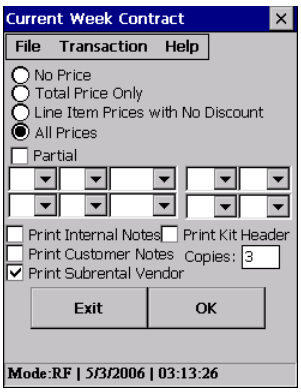
Print Kit Header - Determine to print the kit header in checkout sheet or not.

Use Billing Schedule - Check this to use the billing schedule in checkout sheet.

Print Replacement Price - Determine to print Replacement price in checkout sheet or not.

Print Subrental Vendor - This will print Subrental vendor in checkout sheet.

Current Week Contracts



Print the current week contract report for current order. This is the same report that you can print from the desktop version of RTPro and is added for convenience to the scanner program. This report saves the selections you have made and defaults them for the next time you print it.

Price Information

No Price - Do not print any prices in the report.

Total Price Only - Just print the total price in report sheet.

Line Item Prices with no Discount - Print both the actual price and extended price and not the list price.

Date Information

Partial - With checking this item, you can print a partial report for a date range.

Other Information

Print Internal Notes - Print the Internal Notes in the Description column.

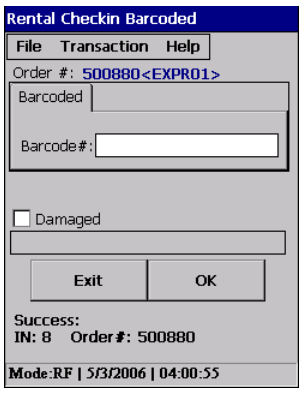
Print Customer Notes - Print the Customer Notes in the Description column.

Print Subrental Vendor - Print the Subrental Vendor column.

Print Kit Header - Print the header of the Kit in the report.

Copies - Set the number of the copies you want to print from this report.

Checkin Barcoded



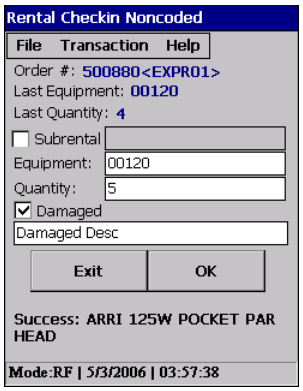
In this page, you can check in Barcoded items that are returned on the order. Just scan the items by pressing the trigger button or the yellow scan button on the keyboard. On the status section of this page, you will see the number of items checked in on this order for this equipment code.

Order# - The Order Number you are working with. In addition, you will see the Customer Code for this order in**<>**block.

Barcode# - This box shows the scanned barcodes. In addition, you can type the barcode manually in this field and press the OK button or easily scan with scanner trigger button.

Damaged - If the returned item from your customer is damaged, check this box. Fill in the damage description in the box below it.

Check-in Noncoded



In this screen user can Check-in a Noncoded item. If you are Checking in a sub rented item, then checkmark the **Subrental** box. You can then limit the Check-in to a specific vendor by entering the **Vendor** code. If item is damaged and requires repair, then checkmark the **damaged** box and enter the **Damage Description** in the box below it. Upon a successful Check-in, the program displays the message **Success** followed by the equipment description. If there is an error when checking in this equipment, program will display an error message in red.

Order# - The Order number you are working with.

Last Equipment - The equipment code for last checked in equipment.

Last Quantity - The Quantity of last checked in equipment.

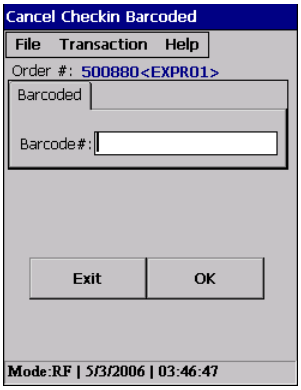
Subrental - Check this box if you want to Check-in a sub rented item. After check marking this box you can fill in the Vendor code.

Equipment - The Equipment code of the item that you want to Check-in.

Quantity - The Quantity of this equipment code that you want to Check-in.

Damaged - If the returned item from your customer is damaged, then checkmark this box. Fill in a brief description of the damage.

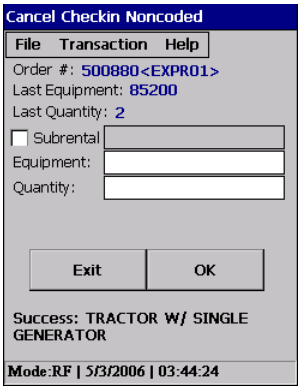
Cancel Check-in Barcoded



If you mistakenly Check-in a barcode item to an order, do not worry, this page helps you to cancel the Check-in operation. It is simple. Just scan that barcode again to get the success message and cancel the Check-in.

Barcode# - This box shows the scanned barcode. In addition, you can type the barcode manually in this field and press the OK button or easily scan it with scanner trigger button.

Cancel Checkin Noncoded



You can cancel the Check-in for a non-Barcoded item in this screen. All you need to enter is the Equipment code and quantity you want to cancel. If you are canceling the Check-in of a sub rental item, checkmark the **Subrental** box, then enter the Vendor in the box next to it.

Order# - The Order number that you are canceling the Check-in for.

Last Equipment - The equipment code of last canceled equipment.

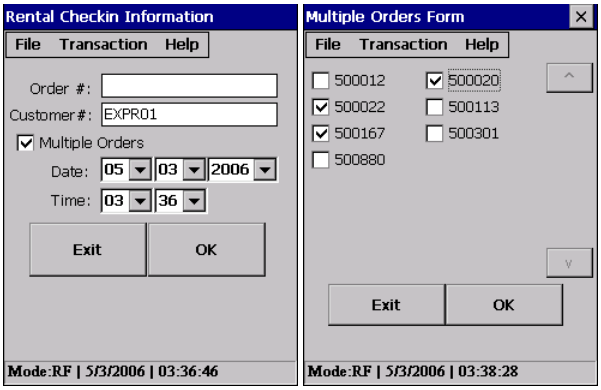
Last Quantity - The quantity of last canceled equipment.

Subrental - Check this if you want to cancel the Check-in of a sub rented item. After checking this box you can enter the Vendor code in the adjacent box.

Equipment - The equipment code of the item that you want to cancel the Check-in operation.

Quantity - The quantity of items that you want to cancel their Check-in.

Mass Check-in

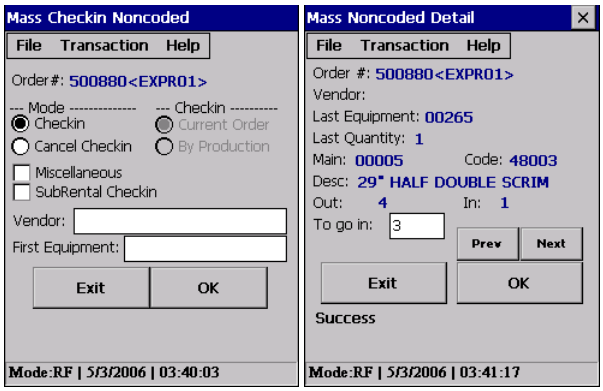


In the Check-in mode, you can enter the Order# to Check-in across one order. You can instead enter the Customer Code and Check-in across all open orders for that customer. You can also checkmark the **Multiple Order** box that displays the Multiple Orders Form and allows you to checkmark the orders you want to perform a Check-in across. If not all opened orders for a customer fit on one screen, then you can click on the button with the down arrow and see additional orders.

Order# - The Order Number you want to work with.

Customer - Leave the Order# field empty and fill the Customer# if you want to Check-in across all or some orders for this customer.

Multiple Orders - Check this box if you want to choose the orders for this customer.



Mass Check-in Noncoded will display the Noncoded items to check in one equipment code at a time and will allow you to enter the quantity of each to check in. In the mass Check-in Noncoded page, select the mode for Check-in or Canceling Check-in. You can also filter to do only the Miscellaneous or Sub rented Items by checking the appropriate boxes on the screen. If you checkmark the Subrental box, then you can enter a specific Vendor. You can also enter the First Equipment to start the Check-in or Cancel Check-in from that Equipment Code. Otherwise, leave this field blank. In Mass Noncoded Detail page you can move between items with pressing the **Prev** and **Next** buttons. Pressing previous and next does not Check-in or cancel items. Pressing OK checks in or cancels the Check-in for the Quantity entered in the box.

Out - The number of items for this equipment code checked out.

In - The number of items for this equipment code that will be checked in.

To go in - This is the number of items still out. User can enter a value here. This will be the quantity to Check-in or the quantity to cancel the Check-in.

Mass Noncoded Detail Information

Order# - The Order number you are working with. You can see the name of the customer in <> block in front of order number.

Mode - Determines if you want to Check-in items or cancel checking in.

Miscellaneous - Check this box if you want to work with miscellaneous items.

Subrental Checkout - If you sub rented something in this order and you want to Check-in or cancel the sub rented items, then checkmark this box.

Vendor - The Vendor code for sub rented items.

First Equipment - Start the mass mode with this equipment code. Leave this blank if you want to start from the beginning of the list.

Mass Check-in Noncoded Information

Order# - The Order number you are working with. You can see the name of the customer in <> block in front of order number.

Vendor - Represents the Subrental Vendor code.

Last Equipment - The equipment code of last equipment checked in.

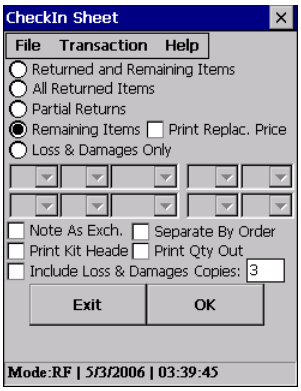
Last Quantity - The Quantity of last checked in equipment.

Main - The main item code for which this equipment is an accessory to.

Code - The equipment code of the current item that is being checked in or the check-in being canceled.

Description - The description of current equipment.

Print Check-in Sheet



From this page, you can print the Check-in sheet of an order. This is the same report that you can print from the desktop version of RTPro, and it is added for convenience to the scanner program. This report saves the selections you have made and defaults them for the next time you print it.

Select Information

Returned and Remaining Items - Print both returned items and remaining ones.

All Returned Items - Only print the returned items in the Check-in sheet.

Partial Returns - Select this item if you want to print the Check-in sheet in a date/time period.

Remaining Items - Only print the Check-in remained items in the Check-in sheet.

Loss And Damage Only - Only print the Loss items or Damaged ones in the Check-in sheet.

Other Information

Note As Exchange - Marks this item as an exchanged item.

Include Loss & Damage - Includes the Loss items and Damaged items in the report.

Print Qty Out - Print the checked out quantity for each record in the Check-in sheet.

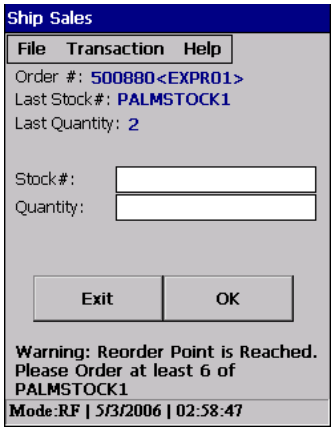
Separate By Order - Separates the report for different orders.

Print Kit Header - Determines whether or not to print the kit header in the Check-in sheet.

Current Week Contracts

For description of this section, refer to Current Week Contracts in checkout section.

Ship Sales



You can ship Sales stock in this screen. Upon a successful shipping, program displays the message **Success** followed by the description of the stock. If there is an error when shipping out this equipment, program will display an error message in red. In addition, if Reorder Point for this stock is set in the Sales Stock table, program may display a warning message that you need or order additional quantities for this stock item.

Order# - The Order number you are working with.

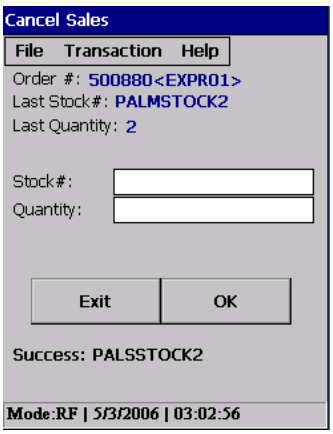
Last Stock# - The stock number of last shipped item.

Last Quantity - The number of last shipped stock.

Stock# - The stock number of item that you want to ship.

Quantity - The number of items that you want to ship with the entered code.

Cancel Shipment



You can cancel shipping of an item here. Simply enter the Stock Number and the quantity you want to Cancel and press OK. Please note that canceling a shipment removes any record of the item ever shipped. If you want to keep the record of the shipment, then you need to return the shipment instead of canceling it. If you are canceling multiple stock, the Last Stock# shows the last stock that you successfully canceled the shipment for.

Order# - The Order Number you want to cancel the Sales Shipment.

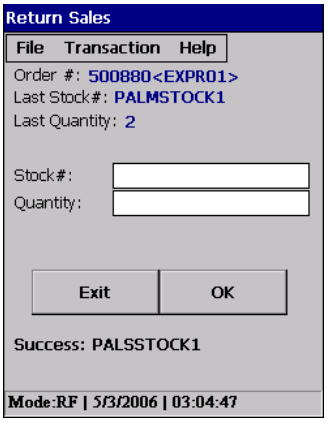
Last Stock# - The stock number of last canceled item

Last Quantity - The quantity of last canceled stock.

Stock# - The stock number of the item that you want to cancel its shipping for.

Quantity - The quantity of stock that you want to cancel its shipping for.

Return Sales



You can return shipment of Sales stock in this screen. Please note that if shipment is returned, the record of the shipment and the return is stored in the program. If you do not want a record of the shipment and the return to be saved in the program, you should Cancel the shipment instead. Cancel of shipment is allowed only if the order was not billed for Sales. Upon a successful return of the stock, program displays the message **Success** followed by the description of the stock. If there is an error when returning the shipped item, program will display an error message in red.

Order# - The Order number you are working with.

Last Stock# - The stock number of last returned item.

Last Quantity - The Quantity of last returned stock.

Stock# - The stock number of the item that you want to return.

Quantity - The Quantity of the items that you want to return.

Print Checkout Sheet

For description of this section, refer to Refer to Print Checkout Sheet in checkout section.

Quote

Scanner program allows you to add items to a Quote. Please note that you need to create the Quote in the RTPro desktop first. Also note that the Order Status of it should be Quote. Scanner does not allow items to be added to a Reservation or Orders.
Just enter the equipment with the proper quantity and press the OK button. Program also allows you to scan the **Barcoded** item in the Equip Code box and enter the quantity and press the OK button. After you are done adding all the items to the Quote, you can print the quote sheet by pressing the **Print Quote** button.

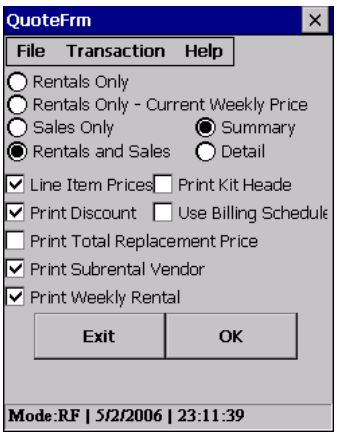
Order# - The Order number for the Quote.

Last Equipment - The Equipment Code of last item added to this Quote.

Equip Code - The equipment code of the item that you want to add to this quote.

Quantity - The Quantity of the item that you want to add to this quote.

Quote Sheet



This page contains some features for printing the quote sheet. This is the same report that you can print from the desktop version of RTPro, and it is added for convenience to the scanner program. This report saves the selections you have made and defaults them for the next time you print it.

Rentals Only - Only print the rental items in quote sheet and ignore the sale items.

Rentals Only Current Weekly Price - Only print the rental items but with weekly price.

Sales Price - Only print the sale items in quote sheet and ignore the rental items.

Rentals and Sales - Print both the rental items and sale items in quote sheet.

Other Information

Line Item Prices - Prints the price for items in each line.

Prints Discount - Prints the discount price in report.

Prints Total Replacement Price - Prints the total replacement price in quote sheet.

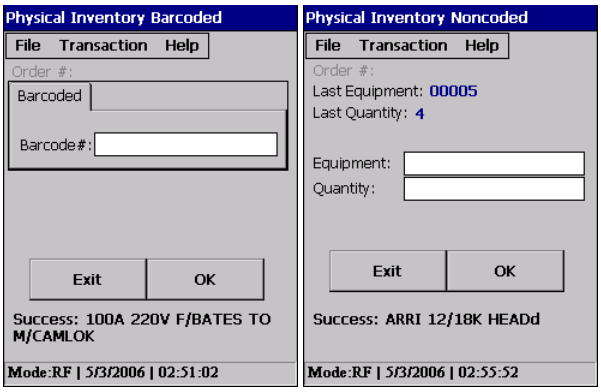
Prints Subrental Vendor - Prints Subrental vendor in quote sheet.

Prints Weekly Rental - Prints the weekly rental rate in quote sheet.

Prints Kit Header - Prints the kit header in quote sheet.

Use Billing Schedule - Check this to use the billing schedule in quote sheet.

Physical Inventory



As you know, taking a physical inventory of all of your rental assets can be a challenge, even in the best of circumstances. This feature of the program will give you the ability to increase the physical inventory speed.

Note: At anytime during the process, the physical inventory session can be ended. All selection criteria and any counts that were entered will erase as though the process never started. The Physical Inventory reports for this session will not be available. Please see End Physical Inventory Process later in this chapter for more details.

You can take physical inventory for both Barcoded items and Noncoded ones as shown in the pictures.

Physical Inventory Barcoded Information

Barcode - The barcode that you want to count in this physical inventory.

Last Equipment - The code of last equipment added to this physical inventory.

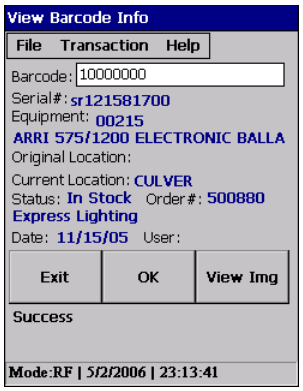
Last Quantity - The number of the last taken equipment.

Equipment - The equipment code of the item that you want to count in physical inventory.

Quantity - The number of items that you want to count in physical inventory for the above equipment.

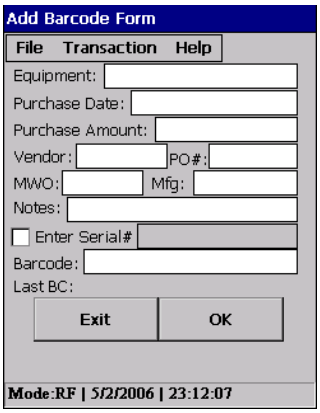
View Barcode

This page gives the ability of viewing the detail of all Barcoded inventory items. This screen is available only in the RF mode. In addition, the picture of the equipment is visible to show for wireless users. For viewing the Image, user must click on the **View Image** button and see the Image in a separate screen.

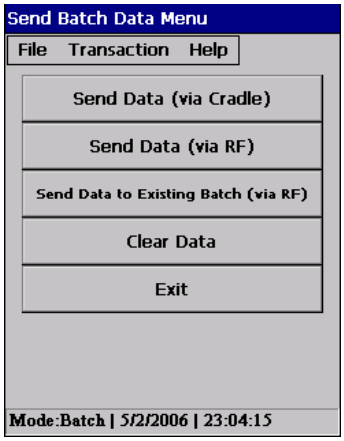


Add Barcode

In this page, users can add Barcoded items to their Rental Inventory. This option is available only in the RF mode. You cannot add Barcoded items in the batch mode. For adding a new Barcoded item just fill in the fields and scan the barcode or enter the barcode and press the OK button to add. If you want to add a serial#, then check the **Enter Serial#** box. This will allow you to add a Barcoded item. If adding is successful, then the new barcode will be added to your database. Otherwise, you will receive the proper error message as to why the item cannot be added to the inventory. If you are adding multiple Barcoded items to the inventory, the last Barcoded item added to the inventory will show in the **Last BC** section.



Send Batch Data



When user finishes his work in the batch mode and wants to send the data to the database, RTPro gives three different ways of sending the data stored in the scanner.

Send Data via Cradle
Send Data via RF
Send Data Via To Existing Batch via RF

Send Data via Cradle

In this method, the stored data will send to the computer via a serial cable (RS232 cable). Please see port settings for more detail for sending data. You have to put the scanner on its cradle and make sure the cradle is connected to the computer and then press the button to start sending. After sending the batch data, RTPro gives you an option to remove the data from the scanner.

Send Data via RF

In this method, the stored data will send to the computer via access point in wireless mode. See RF settings for more detail. After pressing the button, RTPro will connect to the RF Server application and then send the stored data. After sending the batch data, RTPro will ask you to remove the data from the scanner or not.

Send Data Via To Existing Batch via RF

If you want to send the stored data to an existing batch number in the database, use this feature. After pressing the button, RTPro will get a batch number from user and then connect to the RF Server application to send the stored data. All the data will be marked as that batch number in database. After sending the batch data, RTPro will ask you to remove the data from the scanner or not.

Clear Data

With pressing this button, you will clear the stored file and make it empty. This feature is useful if you did something wrong and want to do your work again.

Overview

Extremely Rugged Design
Withstands multiple 6-ft.drops to concrete
IP 64 sealing rating to protect against water and dust
Multiple Scanning and Imaging Options
Allows short- or long-range scanning of 1D bar codes; optional imager supports 2D symbologies
Field-Replaceable Keyboard
43- and 53- position modular keyboard for maximum versatility
Display
Large, bright monochrome or color 3.8 inch 1/4 VGA display for improved ease-of-use and accuracy
Power
Removable, rechargeable battery pack for a longer life between charges
Operating Systems
Choose to run Embedded Microsoft® Windows® CE .NET, Windows Mobile or terminal emulation for legacy applications
Handle
Ergonomically designed to reduce operator fatigue, increasing overall productivity

Optional Accessories

Single-Slot Serial/USB Cradle

This cradle enables serial or USB communication between the MC9000-G and a host PC. The cradle also charges the terminal with a 1700 mAh standard battery and a 1700 mAh standard spare battery stored in the cradle. LEDs will indicate when the spare battery and terminal are fully charged.

Part Number: CRD9000-1000S

Four Slot Spare Battery Chargers

This cradle charges four MC9000-G batteries simultaneously in approximately two hours. Ideal for customers who communicate wirelessly but who need a cradle for battery charging only.

Part Number: SAC9000-4000

UBC Adapter

This device makes the charging of multiple batteries easy and cost effective. Simply snap the battery into the adapter and slide the adapter into the UBC charging station. The charging station holds up to four adapters and recharges the battery in approximately two hours.

Part Number: 21-32665-34

Belt/Shoulder Holster

This Velcro clasp holster comes with a durable nylon adjustable belt to secure the MC9000-G on the user's waist, as well as an adjustable nylon shoulder strap.

Part Number: 11-64896-01

How to Reboot

Warm Boot

A warm boot restarts the mobile computer by closing all running programs. All data that was not saved will be lost.

Note: Files that remain open during a warm boot may not be retained.

To perform a Warm Boot

Hold down the Power button for approximately five seconds. As soon as the mobile computer starts to perform a warm boot, release the Power button.

Cold Boot

A cold boot restarts the mobile computer and erases all users' stored records and entries that were not saved in flash memory (Application and Platform folders). Never perform a cold boot unless a warm boot does not solve the problem.

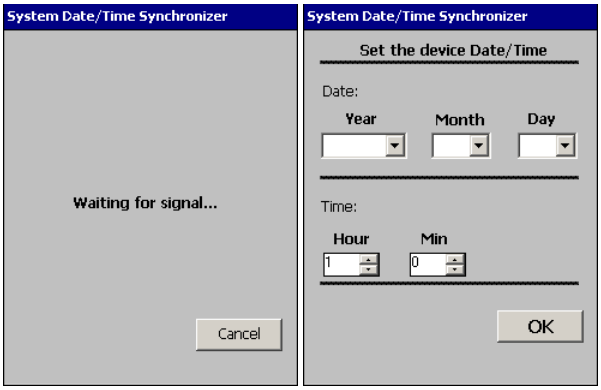
Note: Do not hold down any key, button or the trigger, other than the Power button during a reset. Performing a cold boot restores formats, preferences and other settings to the default settings.

Note: Any data previously synchronized with a computer can restore during the next ActiveSync operation.

To perform a cold boot

Press and hold the Power button for approximately 20 seconds. As the unit cycles into a cold boot,**}}}** appears in the upper left corner of the display window, followed by the message ...Booting System.... Release the Power button. As the mobile computer initializes its system, the Symbol splash window appears for about 30 seconds. Calibrate the screen.

Setting Date/Time



Use the RTPro Date and Time Synchronizer window to set the date and time for the mobile computer. RTPro has the ability to synchronize the date and time of the scanner with the date and time of the PC running RF Server.

Note: For setting the data and time automatically, make sure the RF Server is running and then try to cold boot the scanner.

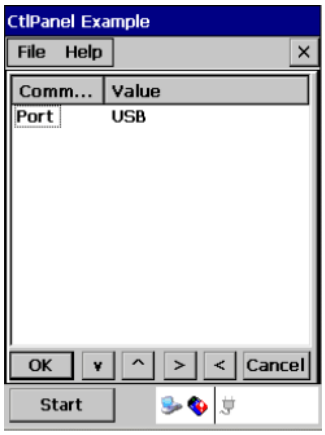
Start the RF Server application on desktop computer. Cold boot the scanner and wait to see the Date/Time synchronizer form. If scanner could not connect to the RF Server, it will prompt you for entering the date and time manually. (Picture2).

Note: The RTPro Date and Time synchronizer screen will appear only one time after each cold boot.

Set the COM Port on the Scanner

Use the Comm. Settings window to select the communications settings.
Double-tap CtlPanel icon - double-tap Comm. Settings. The Comm. Settings window appears.
With Port highlighted, use the left and right arrow buttons to select the appropriate communication setting. Comm. port selection values are:
USB (default setting)
Serial1 @ 115200
Serial1 @ 57600
Serial1 @ 38400
Tap OK to return to the Control Panel window.

Note: After cold boot, the scanner will reset the communication port to its default value.



Troubleshooting

Cannot Synchronize with PC:

Check Cable - Check to make sure the link cable is correctly connected to the pc and the cradle.

Check Setting on the ActiveSync to allow COM or USB - On Microsoft ActiveSync, select the Connection Settings submenu under File menu. If you are using the serial cable for connecting to the scanner, check the Allow serial cable or infrared connection to this COM port and then select a proper COM port from the available list. If you are using the USB cable for connecting to the scanner, check the Allow USB connection with this desktop computer.

Check the COM Setting on the scanner to make sure it matches the COM or USB setting - Open MC9000 Control Panel is selecting the Symbol Setting on the start menu and double click the Comm. Settings section. If you are using the serial cable, select the Serial1 @ 115200 ports. If you are using the USB cable, select the USB port.

Make sure **REPLLOG.EXE** was not renamed to **REPLLOG0.EXE** Open the \Windows folder of the scanner and make sure the REPLLOG.EXE file was not renamed to REPLLOG0.EXE. If renamed, click on the file, select the Rename option and change back the name to REPLLOG.EXE. RTPro program on the scanner renames this file upon entering into the program, so the RTPro desktop can communicate with the scanner directly and without using the Active Synch. Upon exiting the program, RTPro renames the file back tot REPLLOG.EXE. If the program was exited abnormally, it is possible that the file was not renamed back properly. In these situations, entering to the RTPro on the scanner and exiting it will correct the issue.

Not able to download the data in the scanner to the RTPro desktop:

Check the scanner situation
Make sure the scanner is completely set on its cradle.

Synchronize with desktop computer

Exit the RTPro on scanner and make sure you can synchronize with desktop computer. **RF Server is running** If you use the Send Data via RF make sure the RF Server application is running on the desktop computer.

Not able to connect make a wireless connection on the scanner taskbar:
Click the Spectrum24 icon and follow below steps.

Can the scanner ping the access point?
Check the Spectrum 24 status by selecting the Status from the menu and see if you have signal.

Is WLAN Exists?
Select Find WLANs. In addition, see if your access point is available in the list. If it does not exist make sure the scanner is not too far from the access point and the access point is turned on and working properly. If you can see the Access point in the list, select that and press the Connect button. Then set the proper wireless configuration and press OK.

Can scanner ping the computer running the RF Server?
Click on the Status menu and select the Ping page. Type the IP address of computer running RF Server, press Start Test button, and make sure scanner can ping the computer.

Can computer running the RF Server ping the scanner?
On the command prompt of the computer running RF Server, ping the scanner IP and see if you have reply from the scanner.

Does the scanner have a Static IP?
Click on the Status menu and select the IP Status page. If your network is configured to use the DHCP, The IP Address field should have a correct value. If it is displaying the 0.0.0.0 press the Renew button to get the IP from DHCP server. If your network is configured to use the static IP, make sure all the network settings in this page like IP Address, Subnet Mask… are correct. If something is wrong, select the WLAN Profiles menu and make your changes. We recommend using a static IP number.

Can the RF Server PC ping the SQL Server?
On the desktop computer, which is running RF Server, try to ping the server computer which is running SQL Server and get the reply. If the PC can not see the SQL Server, it can not communicate with it and send the scanner request to the database.

Installing RTPro for persistence

Symbol mobile computers were designed using a Flash File System architecture that supports application persistence. To survive a cold boot, RTPro should be installed in the non-volatile, flash memory of the mobile computer. Download Complete User Manual from

http://devzone.symbol.com/resources/Installing_Applications_for_Persistence_v2.pdf

We did the below steps to make RTPro persist on memory. With doing these steps, you don't need to reinstall the RTPro after a cold boot.

Remove unwanted files and folders
Check the \Application\Startup\ folder in scanner and remove the Rtpro.exe file if it exists there. If **\Rtpro** folder exists in the root of the scanner folders, remove that completely.

Make RtproSL auto start

Copy the RTProSL.cpy and also the RTProSL.run files to the \Application folder of the scanner device.

Copy cold boot files to \Application
Copy the RTProSL_ColdBoot.cpy & RTProSL_ColdBoot.reg to \Application folder of the scanner device. These files were created for automatically copying and installing the pre installation files after cold boot.

Copy preinstallation files

Copy netcf.all.wce4.armv4.cab & symbol.all.arm.cab to \Application folder of the scanner device. These files are required to be installed before running RTPro.

Create RTPro Folder
Create a new folder named RTProSL inside the **\Application folder** of the scanner if not exists.

Copy Rtpro.exe
Copy the executable version of RTPro to the **\Application\RTProSL** folder of the scanner.

Modify the wireless file

Note: After doing the above steps correctly, cold boot the scanner to see if everything is ok.

Modifying Spectrum 24 file

In this section, we describe how to modify the spectrum24ds.reg file for making the wireless settings memory persistence. You need to do the below steps and modify the spectrum24ds.reg file. Upload **spectrum24ds.reg** Copy the spectrum24ds.reg file from the \Platform folder of the scanner to the pc. Modify **spectrum24ds.reg.** In the uploaded file, replace the contents of the 2 below keys with the real values from registry (read from Pocket PC Remote Registry Editor).

[HKEY_LOCAL_MACHINE\Comm\NETWLAN1\Parms]
[HKEY_LOCAL_MACHINE\Comm\NETWLAN1\Parms\TcpIp]

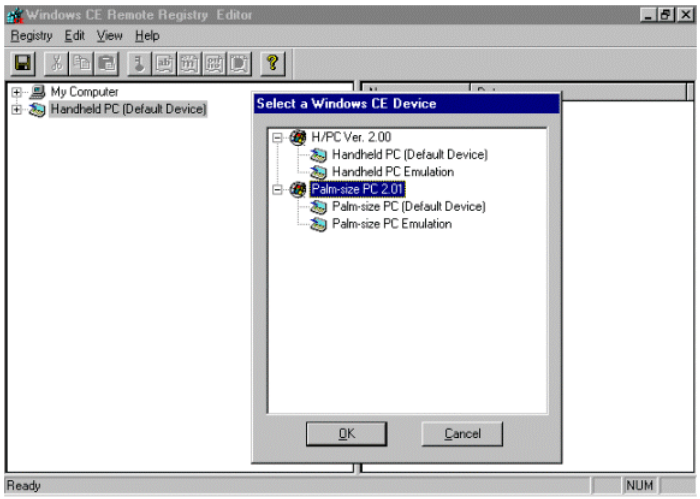
Add New Key In uploaded file, add the below key with contents (read from Pocket PC Remote Registry Editor) to the spectrum24ds.reg

[HKEY_LOCAL_MACHINE\SOFTWARE\Symbol Technologies, Inc.\Profiles\Name of Access Point]

Download spectrum24ds.reg Replace the modified file with the original one in \Platform folder.

Note: This file is one of the registry files of the scanner so be careful during modifying the file.
We propose to save a clean original copy of spectrum24ds.reg in a separate place in your pc as backup.

How to Work With Remote Registry Editor



From an application developers' point of view, the Registry is the place where application-specific state information is stored between executions. Predictably, the Windows CE Registry is a leaner version of its desktop cousin. This means that you may want to re-evaluate the kind and amount of data your application stores in the Registry. The Remote Registry Viewer behaves in a fashion similar to its desktop counterpart, RegEdit. Let us use it to take a closer look at the structure and content of the CE Registry.

For using this application, all you need is to copy the executable file in a place in your hard disk and launch that. Then add your device to the Remote Registry Editor and then browse the registry keys in left panel and view the contents in right panel.

Note: You need Active sync installed on your pc before running the remote registry editor application.

Add RtproSL shortcut to start menu

In root of \Application on the scanner, there is a file named **ShellAppl_9000.Reg**. MC9000 platform use this file as start menu items. You can modify this file and add RtproSL to this start menu.

Steps to Add

Copy ShellAppl_9000.Reg from scanner to PC (with ActiveSync). Open the file with a simple text viewer application like Notepad. Add below lines at the end of the file.

```
[HKEY_CURRENT_USER\Software\Symbol\SymShell\Programs\Prog5]
;
; Used to add additional programs to the start menu. Same functionality
; as the program launcher values.
;
"Name"="\\Application\\RTProSL\RtproSL.exe"
"Description"="RtproSL"
```

Copy and replace modified file from pc to original location in the scanner (\Application folder). Cold boot scanner for the new settings to take effect.

Appendix 1

F.A.Q

In This Chapter:

General Questions
Questions about Administration
Questions about File Maintenance
Questions about Inventory
Questions about Order Processing
Questions about Billing
Questions about Labor
Questions about Reports
Questions about History

General Questions

Why should I automate?

Automation is one of the most productivity investments a company can make. Automation can help with repetitive tasks as well as automate many manual tasks. As a potential customer for automation, they are many systems available for data collection. Barcodes are used widely as the main solution for data collection. It is used on many commercial products, and used for identification (i.e. food products, clothing, and vehicles). This solution has proven to be simple, efficient, and reliable for data collection.

How much will automation cost?

The costs of automation based on the following factors: software, hardware, implementation, and labor. The most common savings in automated data collection is in labor costs. Although the initial time to place barcodes on individual items and enter into the system may take up labor time the end result is you will be saving time. The overall time to write up orders, checkout item, check-in items and track and research items will be greatly reduced. Automation provides greater accuracy and reporting of equipment utilization.

Software system - A computerized system is used to track items with the use of barcodes or asset tags.

Hardware - The equipment is used to input identification information into the software system. Hardware includes scanning equipment, bar-code label printers, labels, and other asset tags.

Implementation Costs - Costs of installing and training a new organization on automation. Implementation costs include workflow analysis, training, and installation. This phase is critical in implementing a successful data collection system.

Labor - This is the initial investment in your organization to learn the new workflow process to increase efficiency in your business.

What is the Rate of Return on my investment?

To begin to estimate the rate of return on your investment, you must first calculate the current cost of the tasks you plan to automate. Then, estimate the cost of the tasks under the proposed system.

Determine these numbers per year. Next, get an estimate on the costs of automation and subtract that from the cost of current tasks you plan to automate. From here, you can get the rate of return on your investment. This is a high-level cost justification and should analyze thoroughly to get an accurate cost justification. Remember, some costs based on this analysis, could justify as "soft" benefits and cannot place a dollar value. These "soft" benefits are intangible benefits such as increased efficiency, increased information accuracy, improved sales and increased customer satisfaction.

How do I print the logo of my company on the invoices?

You need to create your company logo in Bitmap format. Copy this bitmap file to "…\rtpro\bmp\logo.bmp". This logo will print on the Checkout Sheet, Check-in Sheet, Invoices, Labor Tickets, and few other printouts.

If I am going for a break, should I exit the program completely?

No, we suggest using Suspend RTPro mode. This is the Lock button on the Exit option in the main menu of the program. This way you can login back to the program without exiting it.

Can I email a Quote to my customers?

Yes, you can send any reports including Quote and Invoices by first viewing them on the screen, then clicking on the Email icon from the preview screen. RTPro works with Microsoft Outlook, Netscape or any email program that uses MAPI or SMTP. You may need to setup RTPro to work with your email system. To do this, from the main screen of RTPro select File, then select Email Settings, and fill in the required information.

Can I save any RTPro Report?

Yes, you can save any RTPro reports by first viewing them on the screen, then clicking on the save icon.
You can save reports in the following formats:
Adobe Acrobat Document (*.PDF)
HTML Document (*.HTM)

Excel Document (*.XLS)
RTF Document (*.RTF)
Text Document (*.TXT)

How do I change my password?

From the main screen of RTPro select Edit and then select Change Password. Follow the prompts on the screen.

How can I change the beep sound that I hear from the computer when I scan a barcode?

From the main screen of RTPro select File and then select Beep Settings. You can set different sound for Bad beeps and Good beeps. We have included 20 good beeps and 20 bad beeps. If you want to add a different beep, find any WAV file and copy it to "\...\ RTPro\wav\GoodBeep.wav" and "\...\RTPro\wav\BadBeep.wav".

How do I install a camera to work with RTPro?

RTPro works with cameras that have a TWAIN compatible driver. Install the driver provided by the camera manufacturer. Then from the main screen of RTPro select File and then select Camera Selections. Select the driver from the list, and click on Select. If the driver is not showing on the list, try re-installing the driver, and make sure it is TWAIN compatible. If a TWAIN driver is not available an option in RTPro is to attach an image from a file is available. JPG image are supported in RTPro.

Questions about Administration

How does the Security works in RTPro?

Rental Tracker Pro is a multi-user system. It will allow you to create ID's for multiple people to use the system. This will give you control on what features and functions an individual can perform using Rental Tracker Pro. Initially, when a new user is created, they are given NO rights throughout the system. As each person's job function is defined, then the user's security can then be modified to fit the business.

I have created an order and checked out some items to it, and then realized that it was created for a wrong production. How can I fix this?

From the Administration Module, select Move from the menu, then select Move Order to Another Production. Enter the Order Number and the Production to move the order to and press OK.

When I do a lookup of a production, there are many productions in the list. Can I remove some of the productions that have been finished?

You need to mark the production as Closed from the Production Entry Screen. Then from the Administration Module, select Move from the menu, then select Move Closed Productions to History. You can then move all the productions that are closed to History files. This will make your live data smaller.

Few productions have bad credit and we want to make sure that no items are checked out to these productions. What should we do?

From the production Entry Screen, mark the production as Inactive. Every time an item is being checked out to an inactive production, program displays a warning message and reminds you that the production is inactive.

Is there a way to print a report showing production code, production name and credit limit amount?

1. Go to the Administration Module.
2. Then go to the Production List Screen.
3. Arrange the columns, such that the Production Code, Production Name and Credit Limit are the first 3 columns on the screen.
4. Then select File submenu from the top of the screen and select Print Grid (or press Ctrl+G).

Questions about File Maintenance

What is the Project Table and why would I want to use it?

The project table can store different projects that your shop would like to track. An example would be Winter Olympics or Pepsi Commercials. The reason why you might want to setup a project is perhaps

several production companies are working on the same project and you would like to know the revenue that has generated by the entire project. Available is a Revenue Generated by Project Report in the Reports Module under the Statistical Reports submenu.

What is the Shipping Address Table and why would I want to use it?
If you repeatedly ship equipment to the same location, you can setup the address in the address table, and then select it when creating a new order from the Address Lookup provided in the Order Header Screen.

Questions about Inventory

An item returned and the barcode is missing from it. What should I do?
First, you need to find out what barcode number it was. If you know what production returned the item, then go to the Check-in by production. Filter the list to show the items that are not returned. Look at the description of the item to find the barcode. Check-in the Barcoded, then go to the inventory screen and select this Barcoded item. If you do not print barcode labels out of RTPro then from the Rental Inventory Entry Screen, Record menu option, select Reassign Barcode, and assign it a new Barcoded item. If you print barcode labels out of RTPro then from the Rental Inventory Entry Screen, click on the 'Print Barcode Label' icon and the barcode will be reprinted.

I need to filter my inventory and find certain items. How can I do that?
To do this, from Inventory Screen, click on "Filter Records" icon. Enter any information regarding to the items like category, equipment code, serial#, PO, etc. Program will search through your inventory, and brings all the items that are a match to your given criteria and display them.

A returned item is broken or torn and cannot rent again. What should we do?
During the check-in of the item, check it in as Loss. This will retire the item and optionally bill the customer for the loss.

Questions about Order Processing

What are the different statuses of the orders mean?
Here is the list of the order status in RTPro:

Sales: This is a Sales only order.

Empty: No items are ordered.

Not-Ship: Items are ordered, but nothing is shipped yet.

Part-Ship: Some items on the order were shipped, nothing returned.

Shipped: All items in the order were shipped but none of them are returned yet.

PartRet: Some items are returned, but not all.

Returned: All items are returned.

I created an order and then, I realized it belonged to a different production. Do I need to delete the order and recreate it?
No. There is an option under the Management Screen for Move Order to a Different Production. Use this option instead of deleting and recreating the order.

I checked in an item as usual and then I realized that it damaged. How do I Checkin an item as damaged?
You need to cancel the Check-in on that item, then set the Check-in mode to Damaged (from the drop down on the top of the Check-in screen), and Check-in the item again.

I was working on an order today, but do not remember which one. How can find it out?
From the Order Processing screen, click on File menu, the list of the last 10 orders that you worked on appears. Click on the one you want.

How do I check in and create a contract for missing/lost rental items?
To check-in items as missing rentals/loss, go to the check-in screen. There are two ways.
1. Single item at a time
Set the mode at the top, Normal to Loss.

Check-in your item and the system will prompt for the loss reason. The item will be checked in on the order as a loss and the item will be retired. You can view the loss items from the loss damage list on the check-in screen. You can also edit the pricing there. RTPro does not create a second contract and keeps the items on the original order/contract.

2. Across all items
At the top of the check-in screen, select missing rentals.
Select “Retire all missing rentals”.
The system will prompt for a reason and all the outstanding items will be retired.

How do I search in RTPro to show the quantity of certain Equipment which is rented by the specific customer?

1. Go to the Order Processing. Select the Customer (Production) on the bottom of the Screen, and then click on the Checkin By Customer (Icon to the left of the yellow question mark).
2. On top left of the Checkin By Customer Screen, select Show All Orders.
3. If you are only looking for certain Equipment, then select the Equipment code from "Include Only Orders having this Equipment"
4. Click Refresh (F2).
5. Click Include All (F3)
6. Click Checkin Screen (F10).

This shows the Checkin Screen for all the items of the selected Equipment that this Customer has had across all their orders.
If you leave the equipment blank in step 3, then you get a list of all items across all orders for the customer.

Questions about Billing

There is an order that I do not want to bill, what can I do to stop it from being billed?

You need special rights to do this. If you do have this right, then you can change the Billing Type of the order to be 'No Further Bill' on the Order Header Screen.

How do I know what orders are due for billing?

From the Billing Module and under the Reports section, run the Orders to Bill Report. This will give you the First Billing, Extended Billing, Loss, Damage, Cleaning and Labor charges.

Questions about Reports

Does RTPro have any Revenue Reports?

Yes. Under the Reports menu, we have Revenue Generated Reports (hard dollars). You can run this report for a certain Parent, Productions, for a Production Type or many other ways.

When I print reports, it shows generating page 1, 2, 3, then it goes through page 1, 2, 3 for the second time. Why is it going through these pages twice?

RTPro prints 'Page 1 of 3' on the top right of each page on the reports. First program finds total number of pages in report (in this case 3) then it generates actual report.

I need to know what orders have not returned and if the return date passed.

We have a report for this in the Reports section of RTPro under Rentals/Operations, called Past Due Orders.

For Tax purposes, I need to know the value of my inventory that was out on the last day of the year. How can I get this information?

You need to run the Rental Inventory out Report. You can access this from the Reports Module, under the Inventory submenu. The As of Date should be the last day of the year.

I was checking the estimated income report and the orders to bill report, would you explain how do they filter the orders? In other words, what should I expect to get from each report and what are the differences?

The Estimated Revenue Report does not bill past the Return Date of the order. The Order to Bill report there is asterisks on the some order indicating the order will have billable charges past the Return Date.

Questions about History

How do I restore an Order from History?

From History Module click on the Order Processing, select the order and then from the Order submenu select Move Order to Live.

How do I restore a Production from History?

From History module click on the Order Processing, select the production and go to the Production Entry Screen. From the menu on the top section of the Production Entry Screen, select History submenu, then select Restore from History.

Note: When you move a Production to live, it does not move all of its orders to live, you need to move the orders you want to restore individually.

Appendix

2

Billing Orders

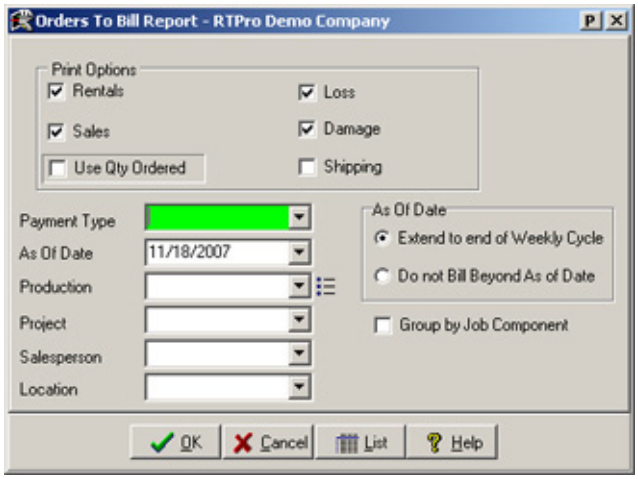
In This Chapter:

Billing an Order: Single and Multiple Order Invoicing
To edit totals on a Draft
Confirming a Draft
Printing the invoice

Billing an Order: Single and Multiple Order Invoicing

Run the 'Orders to Bill Report' for Weekly Billing Process

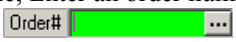
Open Billing module from Main Screen.
Select "Order to Bill Report" from Reports menu.



Check **Rentals**, **Sales**, **Loss** and **Damage** boxes. Input the "**As of Date**".
Review the report and bill those orders that are part of the weeks billing criteria.

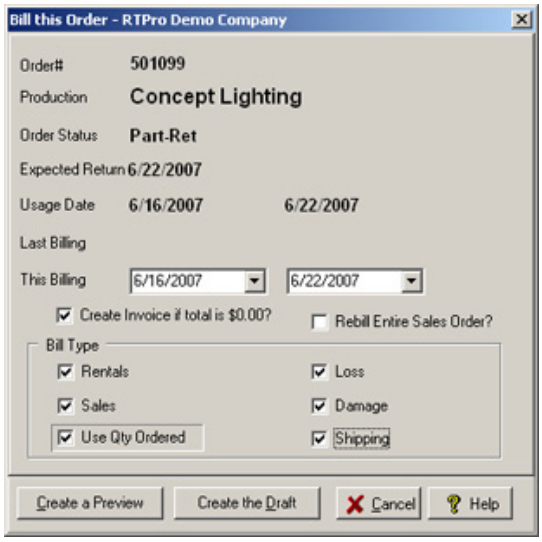
Billing a Single Order

Select Order Processing from Main module, Enter an order number or Click on "**…**" after "Order".



Select the order number and double click.

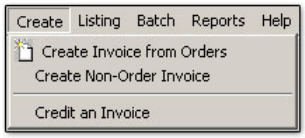
In the "Order Processing Screen", Click "Create New Invoice" under Billing.



Select billing criteria.
Bill Type: Rentals, Sales, Loss, Damage, Use Qty Ordered
Click on Create the Draft.

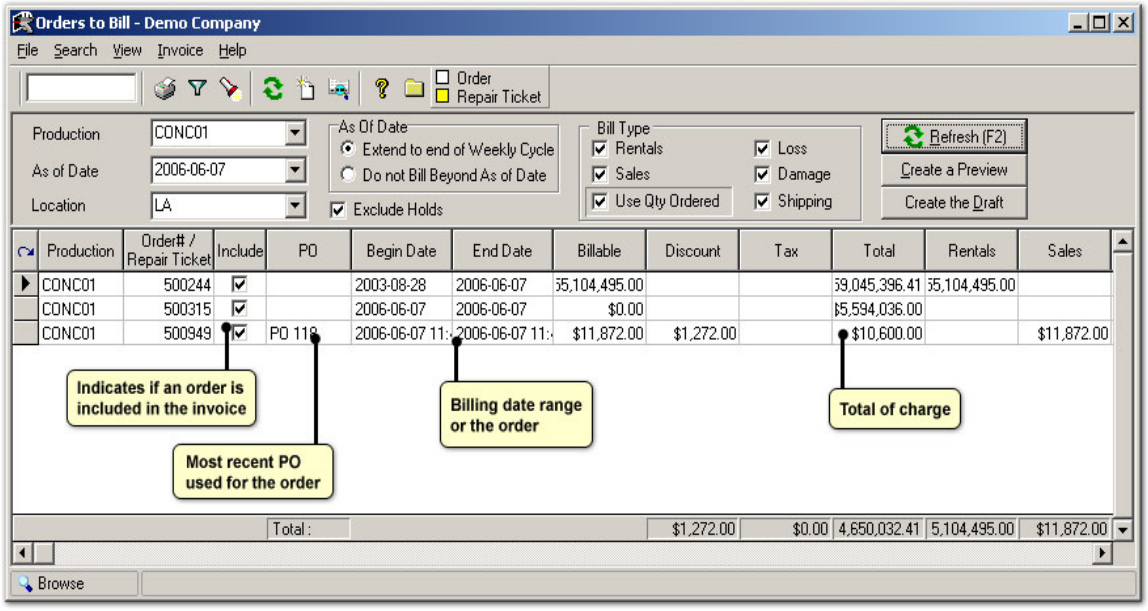
Multiple Order Invoicing (Bulk Billing)

From Main Menu Click on Billing Module.
Click on "**Create Invoice from Orders**" or its icon.



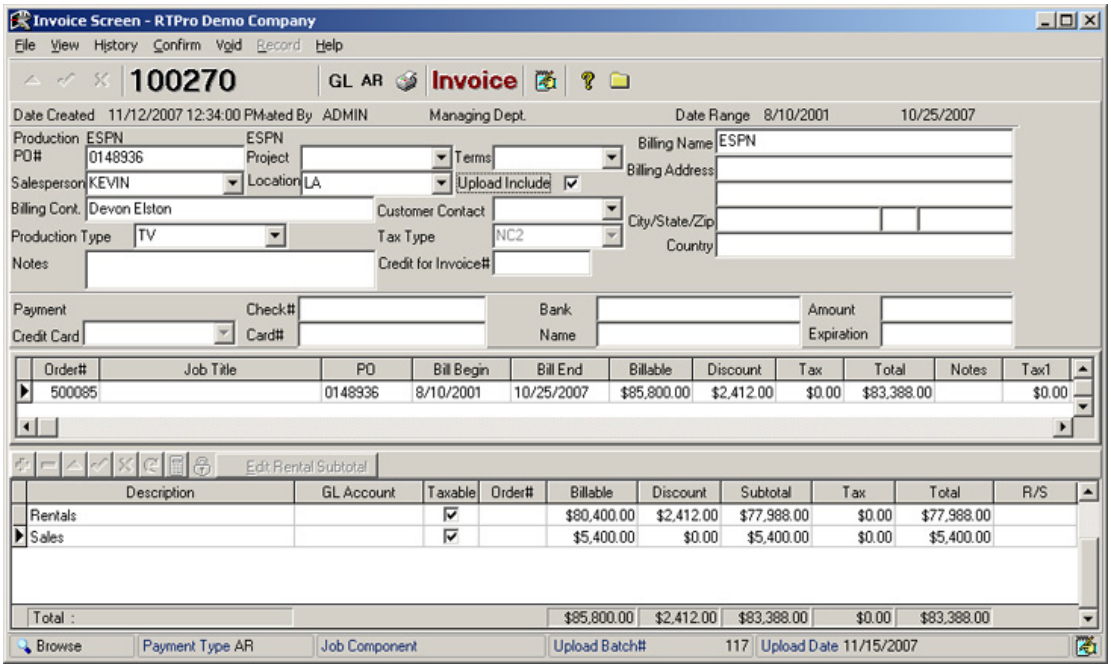
Enter Job or Select it for the list.

In "**Orders to Bill**" screen select criteria and click "**Refresh the List**".



To include an order on a draft, checkmark the “Include” column (by using Space bar)
Click on “**Create the Draft**” to bill the order.

To edit totals on a Draft

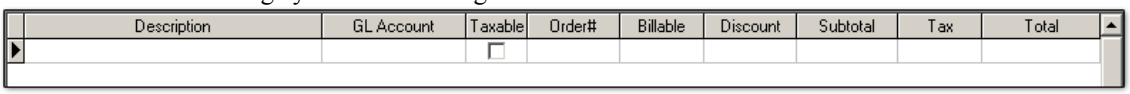


You can edit bottom line total or single individual lines.

To edit a bottom line total, click on the

Button. Enter in an amount. The system will spin through all the detail rental line items and discount proportionally.

To edit individual line items.
Double click on the order number. (RENTAL ONLY)
Double click on the charge you wish to change.



A list of the detail line items will display. Edit line items. To remove a line, enter in 0 on the quantity and press the down arrow. Line item will remove. If adjustments are made to a line item, click on the lock column to save the line item changes.

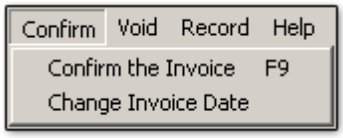
VERIFY GL click on the

button.

Confirming a Draft

Once all edits have been made the invoice can be confirmed.

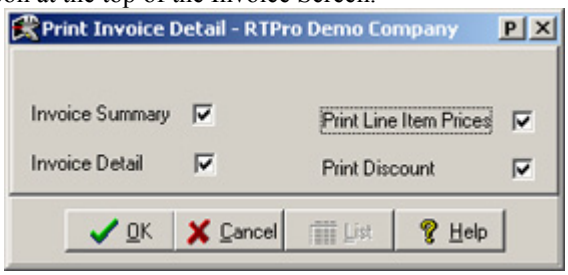
Select the Confirm at the top of the screen. Select "**Confirm the Invoice**".



A new invoice number will be assigned to the draft.

Printing the invoice

Click on the printer icon at the top of the Invoice Screen.



Select the desired option, and click on Ok.
A printer menu will appear. Send to the printer.

Appendix

3

Handling Orders

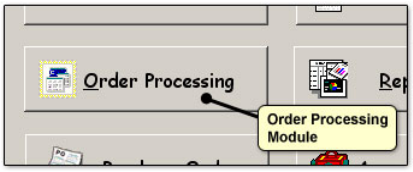
In This Chapter:

Create a Quote, Reservation or Order
Order Equipment
Checking out Items
Checking In Single Orders, Multiple Orders

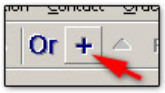
Create a Quote, Reservation or Order

Create Order

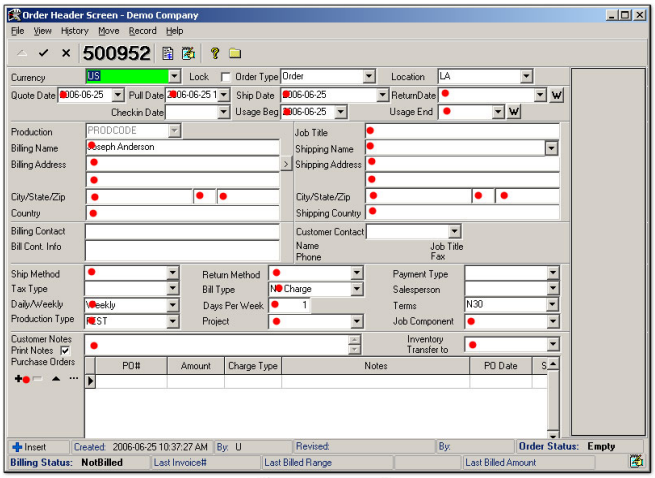
From Main Menu select Order Processing Module.



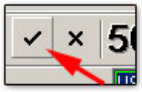
Click on "…" after "Production".
Scroll down to desired Production.
Double click on the Production code to select it. If production does not exist, create new one.
Click on Add New Order Button. Answer Yes to message "Do you want to add a new Order?"



Complete following fields:
Dates
Job title (order name)
Bill Type
Daily/Weekly
Days per Week

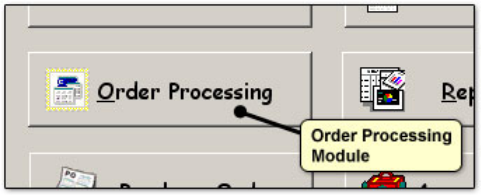


Save Order by clicking on ✓ button.

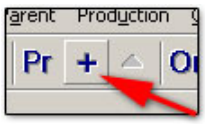


Create New Production

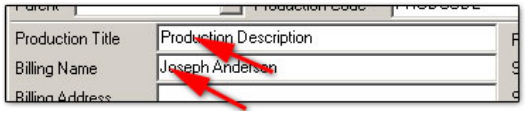
From Main Menu select Order Processing Module.

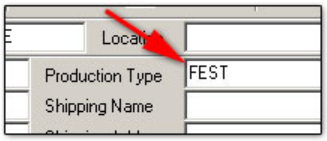


Click on (+) button in front of 'Pr' to create new production.



On production screen, fill Production Code, Billing Name and Production Type.





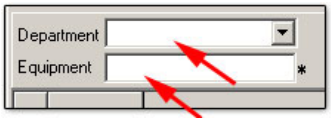
Save Record by clicking on ✓ button.

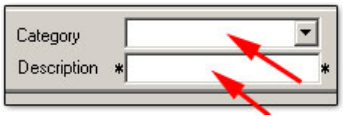
Order Equipment

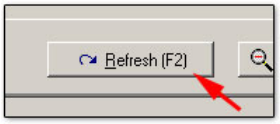
Click on “R” in “Or” Section for Rent or “S” for Sales.

In Rental Order Screen, Click on the pick list icon.

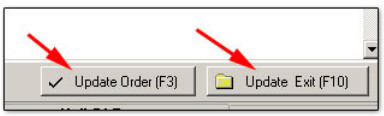
Select a Category and Click on Refresh button or press F2 key. You may choose department and equipment ranges too.
Enter quantities.
Click on ‘F3 Update Order’.
Repeat this process again for other categories.





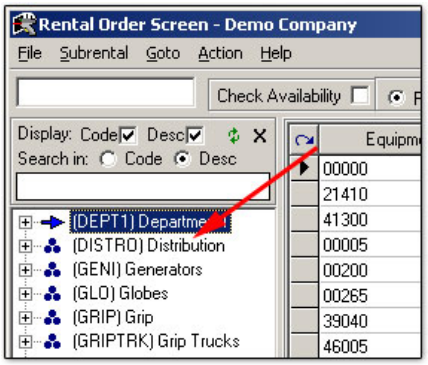


When complete click on Update and Exit or press F10.



ANOTHER WAY

From the Rental Order Entry Screen press the F3 button and a sidebar of the equipment will display. You can then drag items to an order.

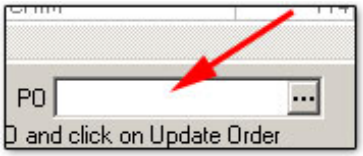


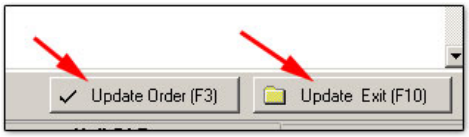
Add SUBRENTAL

On Rental Order Screen, Select Subrental Pick List from Subrental Menu.

Enter quantities.
Enter Vendor and PO.

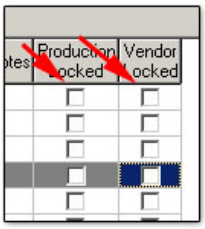
Click "Update Order" or press F3 to continue editing or Click "Update and Exit" or press F10 to update order and Exit.
Click Yes in message “Update Order?”





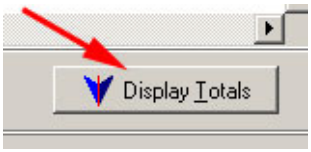
To edit Subrental records

Select Subrental Records from Subrental Menu.
Edit lines; make sure to lock the lines.

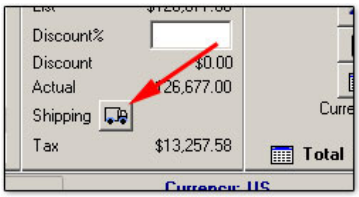


Update Totals

Click DISPLAY TOTALS Button. Make edits if applicable.

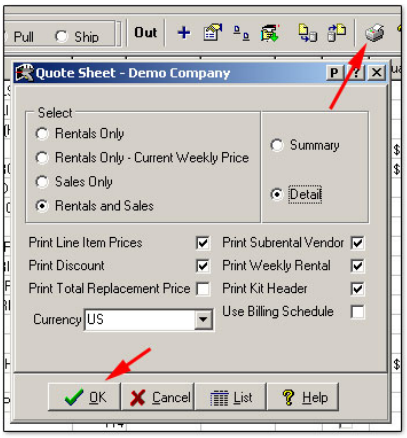


Enter SHIPPING CHARGES if apply.



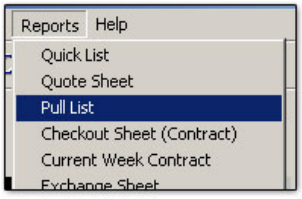
Print the quote

Click on button to print Quote Sheet.



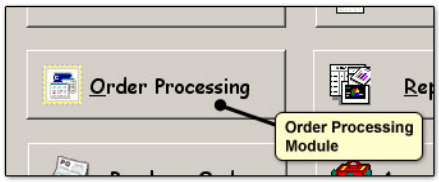
Print Pull List

Exit order entry screen. In Order Processing Module, from report menu, select Pull List report. Print pull list. Give Pull List to floor staff.



Checking out Items

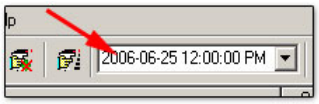
From Main Screen Run Order Processing Module.



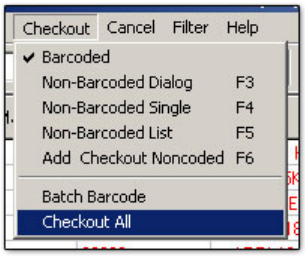
Enter Order number or select it from list.

Click on “R” button in front of “Out”.

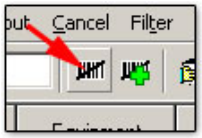
Fill Actual Checkout Date.



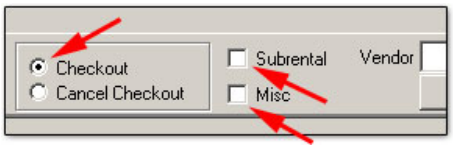
If Pull list is complete, use Checkout all. User Security must be permitted to use this option.



If partially pulling Non-Coded, Subrental, or Miscellaneous Equipment, click on “No Barcode” icon (for Non-coded, Subrental, and Misc. items).

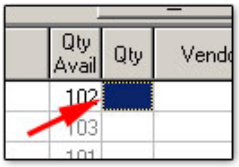


Checkmark “Sub rent” or “Miscellaneous” (if applicable).

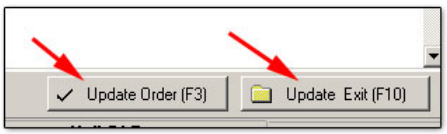


Click “Refresh” or press F2.

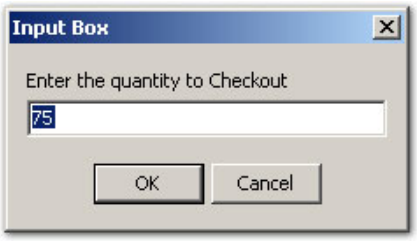
Checkout individual items and enter quantity by line.



Click “Update Order”, F3 or “Update and Exit”, F10 to post quantities.

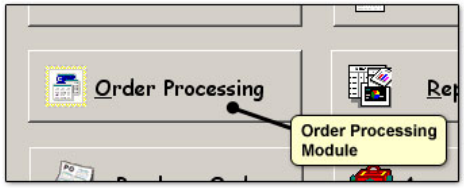


ANOTHER WAY
Position grid cursor on appropriate line, press F4, system will prompt for the quantity.



Checking In Single Orders, Multiple Orders

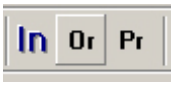
From Main Screen Run Order Processing Module.



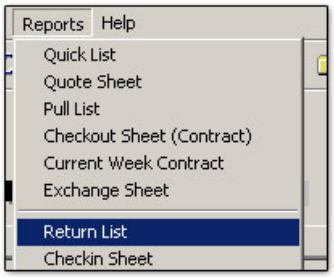
Enter Order number or select it from list.

Checking In – Single Order

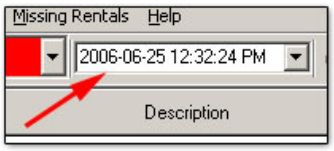
Click on “Or" button in front of “In".



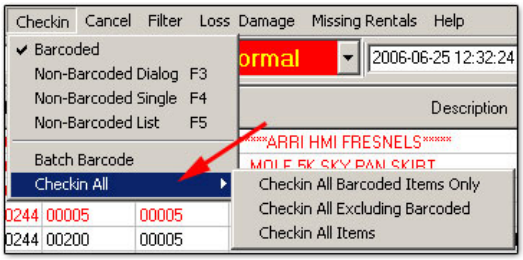
From report menu, select Return List report. Print return list.



Fill Actual Check-in Date.



If the RETURN LIST is Completed, use Check-in all. User Security must be permitted to use this option.

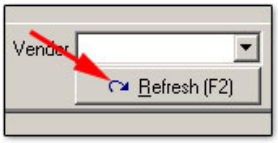


Otherwise if partially returning Non-Coded, Subrental, or Miscellaneous Equipment, click "Non-coded" button.

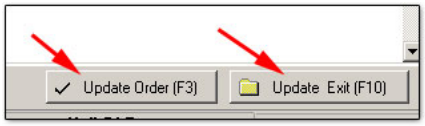
Enter Filters if you need.

Checkmark "Checkin"
Checkmark "Sub rent" or "Miscellaneous" (if applicable).

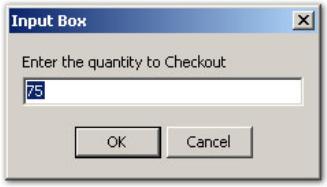
Click "Refresh" or press F2.



Check-in individual items, enter quantity by line
Click "Update Order", F3 or "Update and Exit", F10 to post quantities.



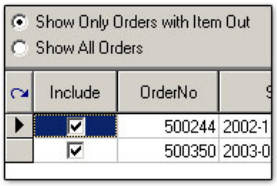
ANOTHER WAY
Position grid cursor on appropriate line, press F4, system will prompt for the quantity.



Checking in – Multiple Orders across a Production

Click "Pr" after "In".

Select individual orders, click “Include All F3” for all orders, or enter equipment code.
Click “Checkin Screen F10”.
Check-in orders as you would a single order.



Appendix

4

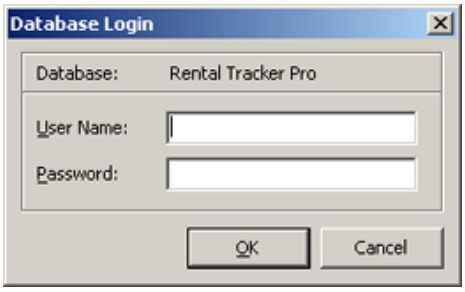
Log In/Out, Suspend

In This Chapter:

Logging into RTProSL
Suspending System
Exiting RTProSL

Logging into RTProSL

Double click the RTPro desktop icon.
Enter your User Name and Password.
Click “OK” or press “Enter”.



Suspending System

Suspending RTProSL (ALWAYS END YOUR SESSION)
To end your session but keep RTProSL active:
Exit all windows until you return to the Main Menu.
Click the “Lock” icon in “Exit” module.

Exiting RTProSL

Return to Main Menu.

Click “Exit” icon and at prompt click “Yes”.